

**Vidhan Sabha Uttarakhand
Dehradun**

Letter No. 11 /V.S /157/Vyavastha/2022-23

Dated: 21 April, 2022

**Short Term Tender Documents for providing Housekeeping Service for Uttarakhand
Vidhan Sabha
Bhararisain (Gairsain)**

S. No.	Particulars	Date
1.	Date of availability of Tender Documents on website* for download	22 April, 2022
2.	Bid submission start date	22 April, 2022
3.	Venue for tender related work	1. Uttarakhand Vidhan Sabha Bhavan Gairsain District Chamoli.
4.	Tender document is also available at	Accounts Section, Uttarakhand Vidhan Sabha, Dehradun.
5.	Last Date of Bid submission	9 May, 2022 3:00 PM
6.	Date of Opening of Technical Bid	9 May, 2022 3:30 PM
7.	Date of Opening of Financial Bid	9 May, 2022 4:30 PM

Note: If any date mentioned above is declared as Holiday, that date shall be shifted to next working day.

*Website Link: www.ukvidhansabha.uk.gov.in

TENDER DOCUMENT – HOUSEKEEPING ASSISTANT

Letter No. 11 /VS / 157/Vyavastha/2022-23

Dated 21 April, 2022

Short Term Tender for providing Housekeeping Services at Uttarakhand Vidhan Sabha Bhararisain (Gairsain)

Tenders are invited for providing Housekeeping Services for Vidhan Sabha, Uttarakhand as per the Specifications and Terms & Conditions listed in the enclosed Annexures.

1. The tenders are invited under two bid system. Technical Bid as per eligibility criteria specified in the documents and Financial Bid containing rates and commercial terms. Financial Bid of only those bidders will be opened whose Technical Bid is found responsive.
2. Tenders are invited from Vendors for providing services as per detail specified in Annexure The eligibility criteria for the Vendors are as under:
 - He should have all the valid registrations for all statutory requirements such as PAN, GST etc.
 - He should have annual turnover not less than Rs. 90 Lakhs
 - He should have previous experience of providing Housekeeping Services to other Government departments and Public Undertakings or at least a four star reputed property for atleast 5 years.
 - He should have not been debarred or black listed by any Government agency.
 - He should not be in legal dispute with any Government Department
3. The necessary Tender documents are attached in the form of Annexures as detailed below:
 1. **ANNEXURE – 'I'** contains terms, conditions and other instructions to the vendors for the tender. The acceptance of these Terms & Conditions and instructions has to be signed on the assigned space as well as on each page by the authorized signatory of the company/firm under the company/firm seal.
 2. **ANNEXURE- 'II'** is Technical Bid document as per the eligibility criteria for participation in the Tender.
 3. **ANNEXURE –'III'** is a composite format which provides space to indicate/ record your response. For any other supplementary information, a separate sheet should be used. On completion, the Vendor should sign on each page under company/firm seal.
 4. **ANNEXURE -'IV'** is Financial Bid document. Vendor has to quote item wise rate indicating of all Taxes, Cess, Levies, Charges etc.

4. All the Annexures should be properly filled-in wherever necessary and submitted in full duly signed by the Authorized Signatory (ies) of the Company/firm under company/firm seal in all the pages.
5. The Technical bids will be examined by tender committee which may call for clarifications/ additional information from the vendors which must be furnished to the committee in the time stipulated. It may happen that the committee may determine that a particular vendor is technically acceptable in some categories of items only. Such vendors will then be eligible to make commercial bids only in respect of such categories. The prices quoted should be inclusive of transit insurance and other transit charges etc.
6. To ensure uniformity at the time of evaluation and finalization of offers, you should **strictly follow the format & procedure** indicated in the Annexures and also adhere strictly to the indicated eligibility criteria while submitting the offer.
7. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all the documents provided in the Bid by the Officer Inviting the Bid shall be construed as plea to disrupt the bidding process and in such cases the EMD shall be forfeited.
8. All technical bids should be accompanied by:
 - I. A Pay Order/Demand Draft (in case of downloading the tender from the official website) of ₹ 944/- (₹ **Nine hundred forty four only**) including tax, favoring "Secretary, Uttarakhand Vidhan Sabha payable at Dehradun" towards cost of the tender documents.
 - II. A Pay Order/Demand Draft of ₹ 35,000/- (₹ **Thirty Five thousand only**) favoring "Secretary, Vidhan Sabha Uttarakhand payable at Dehradun" towards Earnest Money Deposit (EMD).
 - III. Technical bids not accompanied by the above Pay Order/Demand Drafts are liable to be rejected.
 - IV. Turnover Certificate:
Certified documents of Gross Turnover of Housekeeping Services of last three financial years (i.e 2018-19, 2019-20 and 2020-21) certified by a Chartered Accountant, which shall be not less than Rs. 90 Lakhs (Rupees Ninety Lakhs).
9. After accepting of the tender offer, the chosen bidder will have to submit Performance Bank Guarantee equivalent to 10% of tender amount within the time stipulated.
10. Completely filled tender documents along with Technical and Financial bids kept in separate sealed covers and super scribed by "Technical Bid" and "Financial Bid" kept in one outer sealed cover super scribed by "Tender for providing Housekeeping Services In Uttarakhand Vidhan Sabha" with all the Annexures duly filled in along with the required enclosures including original copies of EMD should reach "The Secretary, Vidhan Sabha, Defence Colony Road, Dehradun, Uttarakhand" on or before 9 May, 2022 (the last date for submission of Bid) on or before till 15:00 PM by

Registered /Speed Post and can also be deposited in sealed Tender Box kept at Vyavastha Section, Room no. 103, Vidhan Bhawan, Defence Colony Road, Dehradun, Uttarakhand. Bids reaching after the due date and time shall not be considered for further processing.

NSR
Signature of Inviting Officer
उप सचिव
विधान सभा उत्तराखण्ड

TENDER DOCUMENT FOR PROCUREMENT OF HOUSEKEEPING SERVICES

TERMS & CONDITIONS OF THE TENDER

1. GENERAL

- 1.1 The manpower deployed by the firm shall strictly follow instructions issued by this Secretariat from time to time including Covid 19 SOP. Attendance to various arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
- 1.2 Changing of staff/supervisor should be intimated to authorized officer of this office.
- 1.3 The Secretary, Vidhan Sabha Uttarakhand reserves the right to reject any or all tenders in whole or in part without assigning reasons therefore. The decision of Secretary, Vidhan Sabha shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
- 1.4 The manpower deployed by the firm for above work shall also maintain discipline in the premises of Secretariat.
- 1.5 The firm shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of Vidhan Sabha Secretariat for the purpose. All complaints should be immediately attended to by the Agency.
- 1.6 Uniform approved by Vidhan Sabha Secretariat should be supplied by the contractor to the workers at his own cost and it should be ensured that the working staff etc. are in proper uniform while on duty.
- 1.7 The contract is terminable with one month notice by the Secretariat and three months notice by the firm.
- 1.8 The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
- 1.9 The Secretariat shall not be responsible for any loss of life and material whatsoever while performing the job work by the firm/its deployed manpower.
- 1.10 The manpower so deployed by the agency under this Job Contract will not be the employee of the Secretariat and there will be no employer-employee relationship between the Secretariat and the manpower so engaged by the contractor in the aforesaid services.
- 1.11 Employment of child labour may lead to the termination of the Contract.

- 1.12** The agency shall deploy good and reliable manpower with robust health of age group of 21-45 years. In case, any of the personnel so provided is not found suitable by the Vidhan Sabha Secretariat, the Secretariat shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately.
- 1.13** **Risk Clause-** Vidhan Sabha Secretariat reserves the right to discontinue the Job Contract at any time, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills by raising a separate claim.
- 1.14** Any loss, theft or damage to the life and/or property of the employees of the Vidhan Sabha Secretariat Hqrs and /or property of the Vidhan Sabha Secretariat shall be compensated by the contractor/agency if the cause of such loss, theft or damage is on account of default, negligence and/or lapse of the personnel deployed by the contractor/agency.
- 1.15** The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.
- 1.16** In case of any dispute the decision of Speaker Vidhan Sabha shall be final and binding.
- 1.17** As a precautionary measure for corona virus (COVID-19), the tenderer's have to strictly follow the guidelines as per the Home Ministry, Govt of India. Ensurance, to follow the guidelines is mandatory.
- 1.18** All the manpower supplied/deputed necessarily should be in proper uniform.
- 1.19** **VALIDITY OF THE OFFER:**
Your quotation(s) should be valid for a period of 01 year from the date of finalization of vendor for service. The rates finalized in the tender will be valid for one year and the vendor chosen is bound to execute the orders placed at there rates during the currency of the tender.
- 1.20** The Vidhan Sabha Secretariat reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to implement various housekeeping instructions issued to them for any reasons.
- 1.21** The vendor(s) who do not qualify in the technical bid shall not be considered for financial bidding.
- 1.22** Upon satisfactory performance by the vendor the Vidhan Sabha Secretariat reserves the right to extend the contract for Six months.

2. INSTRUCTIONS TO THE VENDORS:

1) **NAME OF WORK:**

Providing Housekeeping Services for Uttarakhand Vidha Sabha at Bhararisain , Gairsain

2) Please read the terms & conditions and other instructions governing the tender carefully.

3) Please fill in the relevant information in the space provided.

4) The Completely filled tender documents along with all the relevant Annexures duly filled should be signed in full by the Authorized Signatory (ies) with Company/Supplier Seal and the complete set returned in a sealed cover.

5) Please also note that:

- a) Vidhan Sabha Secretariat reserves the right to cancel the tender without quoting any reason.
- b) No consideration shall be given to a tender received after the stipulated time and no extension of time will be permitted for submission of tender.
- c) The vendor should submit his tender after carefully examining the document/ conditions and the items covered under the tender.
- d) Tenders not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- e) **All prices should be quoted for Vidhan Sabha, Bhararisain Gairsain, Uttarakhand indicating all taxes and contingent costs including GST, Insurance, etc. . The rates should include transit costs if any.** Tenders offering any discounts may be disqualified.
- f) No price escalation adjustment or any other escalation will be payable.
- g) The vendor should obtain requisite road permits passes wherever applicable.
- h) Canvassing in connection with tenders is strictly prohibited and tenders submitted by vendors who resort to canvassing are liable to be rejected.

3. CONDITIONS GOVERNING THE TENDER:

Signature: The authorized person(s) must sign the Tender Document and related Annexures with Company/Supplier Seal. A copy of the letter issued by competent authority authorizing the person(s) to sign on behalf of the company/supplier/manufacturer must be enclosed.

- 4. Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the probable quantities accompanying this notice shall be recognized, and if any such alterations are made, the tender shall be invalid. Any tender, who purports to alter, vary or omit any of the conditions herein, is liable to be rejected.
- 5. Vendor to gather all information for/bear cost for submitting tenders:**
- i.) The vendor must obtain for himself on his own responsibility and at his own expenses all the information necessary to enable him to prepare a proper tender and to enter into a contract with the Department.
 - ii.) The vendor should also bear all the expenses in connection with the preparation and submission of his tender.
 - iii.) The vendor whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
 - iv.) The vendor must note that the nature of Housekeeping work at Gairsain is sessional not regular. The requirement of manpower will be at peak during sessions whereas during non session period the same requirement will be lean, thin to very nominal also. Hence, the vendor should take this into consideration while submitting their bids.
- 6. Tender to be complete, adequate and cover all taxes, contingent costs including insurance:** - The tender must be complete in itself, properly worked out to cover all the vendor's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the vendor's costs, overheads and profits etc., completely for the individual items of work including cost for all necessary materials and labor, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting tenders, if and as applicable, insurance against risks during transit, and till the work is completed at site and handed over to the branch/office in all respects according to the true meaning and intent of the contract.
- 7.** The rate should be firm for a period of one Year from the date of opening of tender.
- 8. Rights of Vidhan Sabha Secretariat:**
- i) Vidhan Sabha Secretariat does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.
 - ii) While placing the Purchase Order, the Vidhan Sabha Secretariat further reserves the right to delete or reduce any item without assigning any reason therefor.

9. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of the Vidhan Sabha Secretariat.

10. **Other agencies at work:** The vendor shall be required to co-operate and work in co-ordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by the Vidhan Sabha Secretariat on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection, it shall be deemed that the vendor has prior to submitting the tender inspected the premises and taken all circumstances into consideration.

11. **Inspection (At the discretion of the Vidhan Sabha Secretariat):**

i) Regular inspection shall be carried out to the satisfaction of the Vidhan Sabha Secretariat.

ii) In case the supplied manpower do not come up to the satisfaction of Vidhan Sabha Secretariat as per the testing above, Vidhan Sabha Secretariat reserves the right to impose penalty cancel order/ award vendor to other vendor.

12. **Evaluation of Tender and Choosing the Vendor:**

The Housekeeping work relates to providing services for VIPs, VVIPs and other dignitaries who arrive at Gairsain for attending the session or various committee meetings or national festivals or other programmes, functions and official work. Hence the quality of work is of essence and shall be the most important parameter while selecting vendor for services. The lower rates shall not be the only criteria for selection. The experience of working in similar circumstances and environment at reputed organizations/occasions and commendations and quality services shall be given more weightage. The L1, L2 and L3 vendors will all be tested for their quality of services by a committee of officers from this secretariat and the result of this testing will be taken into consideration to achieve best services at optimum rates.

13. **Subcontracting:** The vendor shall not, without the prior written consent of Vidhan Sabha Secretariat, sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor. However to promote local economy, registered self help groups engaged in similar work, providing a due certificate of experience

may be given work under overall supervision of the selected vendor. Vidhansabha secretariat reserves the right to choose different vendors for different areas/buildings of the Vidhan Sabha Bhararisain campus.

14. Earnest Money Deposit:

The vendor shall have to deposit with the Department an amount Rs. ₹ 35,000/- (₹ Thirty five thousand only) as Earnest Money Deposit along with the Technical Bid. The deposit so collected shall be refunded to all the bidders except the selected Vendor or vendors upon finalization of the Tender. The deposit will be refunded to this Vendor or vendors only after the expiry of the validity of the tender i.e. One Year and upon satisfactory performance of the orders placed in terms of the subject tender.

**ACCEPTED THE ABOVE CONDITIONS
SIGNATURE OF THE VENDOR SEAL**

Technical Bid

1. Name of Vendor/Firm/Agency: _____
2. Registered Address : _____

3. Phone No : _____
4. GST No : _____
5. PAN No : _____
6. Certificate of turn over for last 3 year certified by Chartered Accountant with Balance Sheet of Business
7. Notary Affidavit Declaration of the fact that firm is not Debarred/ Blacklisted/Banned by any Govt. Agency nor is in legal dispute with any Government Department
8. Income tax return (Last Three Years)
9. Details of Earnest Money Deposit :
 DD No : _____DD Date : _____
 Amount Rs. : _____
 Name of Bank & Branch : _____
10. Details of Tender Document Cost :
 DD No : _____DD Date : _____
 Amount Rs. : _____
 Name of Bank & Branch : _____
11. Other documents as per Tender Document.

Signature of Bidder with Seal

TENDERER'S

1. We intend to carry out the work by resorting to engage services as given in Tender document as per the details given below:-

Sl.No	Designation	Desired Qualification
1.	Housekeeping Assistant	Should Possess good experience in the similar field.
2.	Supervisor	(Minimum 10th Passed with 1 year experience)

2. The Tenderer shall visit the site and acquaint themselves regarding the nature and extent of work involved for effective maintenance and accordingly assess the manpower requirement before submitting the quotation.

FINANCIAL BID FOR HOUSEKEEPING SERVICES

Housekeeping Assistant:-

Sr. No.	Description of Housekeeping	<u>Rate per worker</u>						
		Aprrox No	Amt. Per worker	EPF	ESIC	Service charge	GST	Total Amount
A	Experienced Housekeeping skilled	70(during sessions) 15(during non session)						
B	Supervisor in Skilled Category for monitoring and works supervision	10(during sessions) 01(during non session)						
Total Amount								

DESCRIPTION OF PREMISES

Sr. No.	Name of the Building	No of Flats/ Rooms	Total No of Flats/ Rooms
1.	VVIP	03 Flats (4BHK each)	03
2.	VIP	15 Flats (2BHK each)	15
3.	MLA Hostel	60 Flats (2BHK each)	60
4.	Officer Hostel	60 Flats (1BHK each)	60
5.	Staff Hostel	96 Rooms	96
6-	Dormitory	14 Rooms	14

Management Fee/Service Charges:

Management fee /Service Charges :	Amount per month
Management fee/ Service charges for providing and managing housekeeping services as described in this tender document. (This should be in Rs. and fixed for the contract period)	Amount in Rs.
<i>(Non-realistic/vague quotation of this may amount to disqualification)</i>	
Applicable GST (shall be paid on production of proof of deposit)	

1. If the bidder quotes wages (of the required manpower) less than the prevailing Collective Labour Rates, his/her bid shall be rejected.

I/we also declare that, I/we will abide by all the rules and regulation of Vidhan Sabha, if awarded the Tender. I/we are also aware that the Tender Inviting Authority reserves his right to cancel our Tender in part or full without assigning any reason, what so ever, and for the same, I/we will have no right to challenge the same in any court of law.

Signature of Authorized Person

Date :

Full Name:

Place : Company's Seal: