

GVK Emergency Management and Research Institute

DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

T +91 044 2888 8060

www.emri.in

Tender Reference Number:

TN EMRI TAMIL NADU/TN/01/SCM/2017-18/ 02- H.K

**Name of work: Providing of House Keeping and Support Service
for GVK EMRI office, Chennai**

Owner:

GVK Emergency Management and Research Institute

DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

T +91 044 2888 8060

OFFER NOTIFICATION:

DETAILS ABOUT OFFER :	
Department Name	GVK Emergency Management and Research Institute. Chennai
Tender Reference no.	TN EMRI TAMIL NADU/TN/01/SCM/2017-18/ 02- H.K
Name of work	Providing of House Keeping Service at GVK EMRI office, Teynampet, Chennai.
Period for services	1 year
Offering type	Open
offer currency type	Indian Rupees
Joint Venture	Not applicable
AMOUNT DETAILS:	
Offer Document fees (Per each service):	Rs.500.00
Offer Document Fees payable to	GVK Emergency Management and Research Institute, Chennai
EMD	EMD 1% Amount of Quoted Value
EMD Payable to	GVK Emergency Management and Research Institute, Chennai.
OFFER DETAILS:	
Sale of Tender Document	From 07.09.2017 by 10am onwards
Last date for sale of Tender Document	27.09.2017 up to 01.00pm
Pre-Bid meeting	18.09.2017 at 02.00pm
Last date & time for submission for tender	28.09.2017 up to 10.00am
Time & date for Opening of tender	28.09.2017 by 10.30am
Place of Opening of tender	GVK EMRI, Tamilnadu
Remarks	Submission of Offer fee & EMD and other supporting documents should be sent in original through R.P.A.D / Speed post / Hand delivery / Courier, so as to reach the office of Offer inviting Authority GVK EMRI, DMS Campus, Anna Salai, Teynampet, Chennai – 600 006 by date mentioned above.
OTHER DETAILS:	
Officer inviting Offers:	Mr. Prakash
Offer opening authority	Management GVK EMRI, Tamilnadu
Address:	GVK EMRI, DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.
Contact Details	7550018108

PART A (NOTICE INVITING OFFER)

Client : GVK Emergency Management and Research Institute
 DMS Campus, Anna Salai, Teynampet, Chennai – 600 006.

Office : GVK Emergency Management and Research Institute
 DMS Campus, Anna Salai, Teynampet, Chennai- 600 006.

1. GVK EMRI (GVK Emergency Management and Research Institute) is a pioneer in Emergency Management Services in India. As a not - for - profit professional organization operating in the Public Private Partnership (PPP) mode, GVK EMRI is the only professional Emergency Service Provider in India today. GVK EMRI handles medical, police and fire emergencies through the "1-0-8 Emergency service".
2. GVK EMRI invites sealed offer for providing of House Keeping Service at GVK EMRI office, Tamilnadu, Chennai.
3. **MINIMUM PRE – QUALIFICATION CRITERIA:**

Pre – Qualification will be based on meeting all the minimum criteria for pre-qualification

- (a) Average Annual Financial Turnover during the last three financial year's i.e. 2014-2015, 2015-2016 & 2016-17 should be at least 30 lakhs yearly for these services. Audited balance sheet has to be submitted.
- (b) Similar experience of having successfully completed the services for minimum two years at Government organization/corporate offices/semi government organization. Attach certification of Incorporation to justify the establishment of firm.
- (c) The firm should submit clients Certificate duly signed by authorized person conforming the following:
 1. That they have not abandoned any work of Union Government / State Government / PSU's etc. during the last 5 years or that they have not been blacklisted, debarred, declared non performer or expelled by Union Government / State Government / PSU's etc. during the last 5 years.
- (d) The applicant should provide information regarding litigation / Arbitration cases for the last five years.
- (e) Joint Venture companies shall not be allowed to participate in the offer.

1. The tender document with all the details is available in the website of GVK EMRI (www.emri.in) and can also be purchased in hard copy on payment is **Rs.500/- (Rupees two thousand only)** (non-refundable) by way of a Demand Draft drawn in favour of “GVK EMRI” payable at Chennai from the office of GVK EMRI, Chennai During working hours. Bidders who download the document from website have to submit the Demand draft at the time of tender submission. The same should be sent in original through R.P.A.D./speed post/Hand delivery / Courier so as to reach the office of Offer inviting Authority GVK EMRI, Triplicane, Chennai.
2. GVK EMRI reserves the right to accept or reject any/all offer without assigning any reason.
3. The Offer with a complete set of the Offer documents shall be enclosed in a sealed cover super scribed with name of work and addressed to **GVK Emergency Management and Research Institute**, Late Offers, delayed Offers and ordinary post Offers shall not be opened and considered
4. Validity of Offer will be for one year from the date of Purchase order.
5. Before quoting the rates, every bidder is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works. A bidder shall be deemed to have full knowledge of all the relevant documents, samples, site, etc. whether he inspects them or not before submitting the Offer.
6. Submission of Offer by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specification of the work or services to be done and of local conditions and other factors bearing on the providing House Keeping Services.
7. Persons offering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is any error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in unambiguous way. Each correction should be initialed.
8. Offer should be put in double cover. The first inner cover will have pre qualification documents, EMD & technical data (envelope A) and second inner cover will have price offer with duly signed by bidder in each pages should be sealed and super scribed with offer no and last date (envelope B). Both inner covers (envelope A & B) will be sealed inside the outer cover which will bear only address of the GVK EMRI stating name of the work



9. The contractor will have to mention their rates and service tax & agency charge separately in the offer for necessary consideration. The rates quoted should be per month.
10. Once the offer is accepted the bidder will have to execute an agreement bond entering into contract such successful bidder will take over the entire staffs' arrangements within 15 days from the date of intimation to the effect of accepting of the offer.
11. Client reserve the right to reject any or all Offers without giving any reasons, and to waive any deviations which do not constitute a material modification in the Offers received. They also reserve the right to accept any Offer and not only the lowest without giving any reasons. No more than one Offer shall be submitted by a House Keeping service provider or by a firm of House Keeping service provider. No two or more concerns in which an individual is interested as a proprietor and/or partner shall Offer for the execution of the same works. If they do, all such Offers shall be liable to be rejected. A bidder shall submit the Offer which satisfies each and every condition laid down in this notice and Offer documents, failing which, the Offer shall be liable to be rejected.

In addition to the above, the Offer shall also be liable to be rejected outright, if:

- (a) The Bidder proposes any alteration in the work specified or in the time allowed for carrying out the work or any condition or correction made in any terms and conditions.
 - (b) Any of the page or pages of the Offer is/are removed or replaced.
 - (c) All corrections, additions or pasted slips are not initialed by the Bidder
12. GVKEMRI reserves the right to renegotiate the L-1 prices in case it is found that L1 prices are not reasonable and higher than either previous prices or not as per prevalent market prices.
 13. The Offering firms/agencies are required to enclosed attested photocopies of following document, failing to which their bids may be summarily/over-rightly rejected and will not be considered any further:
 - a. Copy of PAN/GIR Card.
 - b. Audited Financial Statements for last three years
 - c. Tender fee receipt/Tender Fee (DD)
 - d. EMD as specified
 - e. Copy of Income Tax Return filed for last three financial years.
 - f. Copy of Employees Provident Fund (EPF) & Employees State Insurance (ESI) Certificates.
 - g. Copy of Service Tax Registration Certificate
 - h. Copy of Labor License / contract labour license.

For and on behalf of the Contractor



Date _____

Signature _____

Designation _____

PART - B TERMS & CONDITIONS

Any workmen that you utilize to provide the services above, at our premises, will need to be covered under all statutory requirements such as ESI, PF like also they will have to

- a) Maintain the records as required by the Contract Labor Act
- b) Maintain a attendance register in our premises to mark their attendance with In and Out time to duty.
- c) If required the number of Housekeeping personnel can be increased or reduced under mutual agreement
- d) The housekeeping personnel will have to maintain proper discipline and maintain the decorum of our office
- e) You will hold the liability for any loss or damage that caused to either to your personnel or our personnel or property for the reason of lapse in **Service's provider**. Such liability has to be compensated on mutually agreed terms.
- f) You are liable to provide the copy of statutory returns to our office for our records
- g) You are requested to acknowledge your acceptance by signing on the additional copy of this and returning back to us for our records
- h) The Duty Timing for the House keeping personnel can be changed by us as per our office requirement
- i) Any workmen provide the above services at our facility should abide by the rules and regulations applicable inside our Office premises. It will also be your responsibility to maintain discipline when inside our Office premises.

Payment terms:

- a. Payments will be made within 30 days of the submission of original bills.
- b. Contractor is to pay the salaries of house keeping staff on or before 10th of every month. Salaries to the staff are to be paid by the Contractor in conformation with the extant contract labor rules, in presence of the Company representative.

Scope of work:

To Provide contract labor services on 24 x 7 basis to our office

The number of labor forces deployed for this is seventy one members

The labor forces will work in a nine hour duty with one supervisor in day duty

The identity of each contract labor should be given to us.

The scope of work for the contract labor services is detailed as per the annexure attached

The contract labor forces employed should be qualified to a minimum of School Leaving so as to read, write and to maintain registers
 You will have to provide uniform to the personnel deployed
 This contract can be withdrawn anytime by either of the parties by serving a notice period of 15 days.

TERMINATION:

GVK EMRI'S reserves Right to Terminate without Cause.

GVK EMRI shall have the right to terminate this Agreement upon thirty (30) days written notice to Supplier.

Quoting format:**Commercial Evaluation:**

Bidder request to quote following preceding format only,

	Contribution	House keeper	Box Boy	Office Boy	Supervisor	Data Entry		Plumber cum Electrician
						Skilled	Semi Skilled	
Basic								
DA								
Other allowance								
Salary								
PF-Employee								
ESI - Employee								
Take home Salary								
PF -Employer								
ESI – Employer								
Sub Total								
Service Charges								
Materials & Consumables								
GST								
Grand Total								

- The fee for the above services is Rs _____ per month inclusive of all taxes throughout the contractual period. However any addition or reduction of Housekeeping personnel will be paid according to the rates mentioned above.

- This cost also includes all applicable taxes and supply of all cleaning materials (as detailed in the scope of work) required for Housekeeping so as to maintain clean and hygiene throughout the premises
- TDS will be deducted as applicable
- You will have to provide copy of your PAN card for this purpose
- You will be raising an invoice for effecting the payment in the first week of successive month and the same will be paid within ten working days from the date of receipt and clearance.
- Bills will be raised depending on the actual after adjusting the additional and absence of Housekeeping personnel if any during the month
- Your bills should accompany the proof for ESI, PF and other statutory payments for the previous month

SCHEDULE I ASSIGNMENT INSTRUCTIONS

SCHEDULE OF SERVICES

Working Hours & Scope of Work for the Housekeeping Personnel

- The Duty Timing for the House keeping personnel will be in three shifts and it is mentioned below
- Three late logins per month would be considered as a loss of pay.
- Uniform on all days are mandatory
- Day Shift will be manned by a House Keeping Supervisor
- Office boys will maintain the cleanliness in admin bay, first floor, second floor & Call center. (Cleaning the desks, computers, chairs & water bottles)
- All office assistance work will come under the scope of casual labor
- Box boys will works in the stores and admin bay
- Housekeeping will maintain cleanliness in the entire premises
- Fuel purchase and refill of fuels should be done by the members
- Cleaning of drain holes should be cleaned periodically by the house keeping
- Cleaning materials for Housekeeping like Soap oil, Phenyl, Soft broom, coconut broom, checked cloth, yellow cloth, coloin, air freshener, mop refill, mop stick, naphthalene balls, Toilet Cleaner Liquid, urinal cubes, nylon scrubber, floor wiper, cleaning powder, toilet brush, Liquid hand wash, Toilet cleaning acid, Floor cleaner and other materials should be provided in sufficient quantity so as to maintain proper cleaning and hygiene to the agreed area during your inspection
- In case of any absenteeism you are supposed to provide alternative personnel for the same
- Your personnel should not continue to be in duty for more than twelve hours without concern person approval, if organization required in holidays workers need to work without any hesitation, if failed the organization will take the necessary action.
- The members should not go out on personal note on office hours
- Rating would be given on monthly basis for behavior of individuals, disciplinary actions would be recommended for bad behaviors to your concern
- Roaster will be done on a monthly basis ,individuals should follow strictly
- The House keeping personnel should not involve into any activities which our organization feel to be unethical
- Any other activities identified other then the above will be added to this scope on mutual agreement

Work Timings:

Annexure		
1. Supervisor		
8am to 5pm	1	1 Gents
Total	1	
2. Box Boy		
<u>Stores</u>		
9.30am to 6.30pm	8	8 Gents
Total	8	
3. Office Boy		
<u>Admin</u>		
7am to 4pm	6	5 Gents
9.30 am to 6.30 PM	3	1 Gents
12pm to 9pm	4	3 Gents
9 pm to 7am	2	1 Gents
Total	15	
4. House Keeping		
7am to 4pm	9	Gents + Ladies
12pm to 9pm	8	Gents + Ladies
9pm to 7am	3	Gents
Total	20	
5. Data Entry		
9.30am to 6.30pm		Gents + Ladies
Skilled	10	Gents + Ladies
Semi skilled	10	Gents + Ladies
Total	20	
6. Plumber / Electrician		
9.30am to 6.30pm	1	Gents
Total	1	
7. House Keeping (ECC Padiyanallur)		
7am to 4pm	1	Gents + Ladies
12pm to 9pm	1	Gents + Ladies
9pm to 7am	1	Gents
Total	3	
8. House Keeping (ECC Tambaram)		
7am to 4pm	1	Gents + Ladies
12pm to 9pm	1	Gents + Ladies
9pm to 7am	1	Gents
Total	3	
Total	71	



Agreement between the GVK EMRI and The Agency for providing Housekeeping services to the GVK Emergency Management and research Institute

This agreement made at Tamilnadu on this.....day of,2016 between the Concerned Officer of GVK Emergency Management & Research Institute (GVK EMRI)I, Chennai, having its office at **DMS Campus, Anna Salai, Teynampet, Chennai – 600 006**, here-in-after referred to as Concerned Officer of GVK EMRI, which expression shall unless repugnant to the contest or meaning thereof being deemed to be and include its successor) of the first part and M/s. a concern / firm / company for providing housekeeping services at GVK EMRI office, Chennai, Tamilnadu having its registered office at (Here-in-after referred to as Concerned Agency which expression shall unless repugnant to the contest or meaning thereof being deemed to be and include its successor and assigns) of the Second Part.

Whereas the Concerned Officer of GVK EMRI desires to employ housekeeping services so as to provide the desire services to M/s..... Company in Liquidation located at, herein after referred to as the “said premises” covered area.

And Whereas the Agency, who is experienced in providing services to Institutional Units and other establishments and to provide such services, has offered to provide the services as mentioned above under the terms and conditions of offer documents to the Concerned Officer of GVK EMRI has agreed to avail the said services being provided by the Agency.

Signature
Concerned Officer of GVK EMRI

Signature of the
Owner/Representative
Housekeeping Agency

Seal of the GVK EMRI

Seal of the Agency

1. Witness

2. Witness