



**STATE OF MAHARASHTRA AGRIBUSINESS AND RURAL  
TRANSFORMATION PROJECT(SMART)**

**Project Implementation Unit- Agriculture**

Sheti Mahamandal Bhavan, 270, Bhamburda, SenapatiBapat Road, Pune – 411 016.

E-mail- smart.piuagri@gmail.com

Out No- SMART/PIU/Housekeeping/1793/2023-24

Date- 26/05/2023

**INVITATION FOR QUOTATIONS**

To

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**Sub : INVITATION FOR QUOTATIONS TO PROVIDE HOUSE KEEPING SERVICES FOR PIU-  
AGRI**

Dear Sir/Madam

1. Government of Maharashtra has launched World Bank assisted “Hon. Balasaheb Thackeray Agribusiness & Rural Transformation (SMART) Project” in the State of Maharashtra in order to transform agriculture and livelihoods sector in Maharashtra. The objective of the project is “to support development of inclusive and competitive agriculture value chains focusing on smallholder farmers and agri-entrepreneurs in Maharashtra”. This would be achieved by expanding access to new and organized markets for producers and enterprises with complementary investments in provision of technical services and risk management capabilities.
2. You are invited to submit your sealed competitive quotation to provide House Keeping Services for the Project Implementation Unit Agriculture (PIU- Agri), SMART office at (Sakhar Sankul & Krushi Bhavan Shivaji Nagar) under shopping procedure.
3. **Scope of Work**

- a) The Service Provider’s scope of work shall consist of providing Housekeeping services to the Project Implementation Unit Agriculture (PIU- Agri), SMART office at (Sakhar Sankul & Krushi Bhavan Shivaji Nagar) (Appr. area 2000 sq.ft.) corridors, open space around office, staircase, Toilets etc. in the PIU- Agri, SMART office.
- b) Numbers of persons 2 (**one** will stay full time in office during office hours +1 will keep the office and surrounding space ready by 9.15 AM every day) are to be deployed by the Service Provider.

**A) Service Provider should perform following work.**

**1. Daily Work:**

- a) Sweeping and mopping of the entire office including rooms, cabins, stairs and corridor area. etc.
- b) Dusting of the tables, chairs, furniture, fitting and fixtures and portions in the office.
- c) Sweeping of entire office premises, parking area, entry area etc.
- d) Washing, cleaning and maintenance of 3 toilet blocks (2 Krishi Bhavan & 1 at Sakhar Sankul) and one pantry along with fittings and fixtures twice in a day (morning before 9.30am.and afternoon2.00 pm.) ensuring that the toilets are neat and clean at all the times and no stingy smell emanate near the toilets.
- e) Garbage collection from PIU- Agri SMART office campus every day including holidays and of days and its disposal.

**2. Weekly Work:**

Vacuum cleaning of carpets, curtains, Sofas, Chairs, vertical blinds and other office items etc.

**3. Six Monthly Work:**

Cleaning of underground and overhead water tank

**4. Work to be done as and when required (On working day basis)**

- a) Cleaner for Cleaning / removal of drainage chock up. (In the office premises).

- b) Provide electrician for electrical work.(Actual required material cost will be paid by PIU- Agri SMART Office )
- c) Provide plumber for plumbing work. (Actual required material cost will be paid by PIU- Agri SMART Office )
- d) Any related housekeeping activities asked for by PIU- Agri SMART Office authorized officers
- e) Provide carpenter for furniture related works (Actual required material cost will be paid by PIU- Agri SMART Office)
- f) Provide Mason for civil works related works(Actual required material cost will be paid by PIU- Agri SMART Office)
- g) Provide labor for office related any works(Actual required material cost will be paid by PIU- Agri SMART Office)

**B) Other terms and conditions of House Keeping Services:**

- a) PIU- Agri SMART Office will provide all consumables like naphthalene balls, toilet paper, liquid soap (including Dispensers), aerosol sprays, hydro chlorophenyl, room dusters, insecticides, etc.
- b) The Service Provider should provide all cleaning machineries like vacuum cleaners, scrubbers, mops, etc. at their own cost.
- c) The Service Provider is responsible for cleaning of drainage system, urinal pipe, all water pipes as and when required without any additional charges.
- d) The Service Provider shall be responsible for complying with all statutory requirements and obligations.
- e) The Service Provider shall be solely responsible for any act of commission and/or the part of staff deployed.
- f) The contract may be extendable up to six months on rendering satisfactory services without changing existing agreed norms.
- g) All daily cleaning work should be completed before office hours i.e. before 9.15 AM
- h) Service Provider shall indemnify and keep indemnified the PIU- Agri SMART from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Head, Project Implementation Unit- Agri, SMART Project shall be final and binding on the Service Provider
- i) Rates quoted should be valid for a period of two year from the date of award of contract.

**4. Eligibility Criteria:**

- a) Service Provider should be a Proprietary firm / Partnership firm/ Private Limited /Limited Company /Corporate body legally constituted/Limited Liability Partnership Firm/ NGOs are eligible to participate.
- b) Should have average annual turnover of at least Rs. 4 Lakhs during financial years 2019-20, 2020-21 and 2021-22 based on audited financial statements.
- c) Service Provider should have successfully completed at least two similar work contracts costing not less than Rs. 2 Lakhs after April 2015.
- d) Service Provider should have its office in Pune, Maharashtra
- e) Service Provider should be registered with appropriate authorities under Employees Provident Fund Act.
- f) Service Provider should be registered with appropriate authorities under Employees State Insurance Act.
- g) Service Provider should be registered under Labour authorities including Contract Labour (Regulation and Abolition) Act, 1970.
- h) Service Provider should be registered under Goods and Services tax Act, 2017
- i) Service Provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations as on the date of submission of quotation.

**5. Documents to be submitted:**

The Service Provider should submitted following documents along with the quotation

- a) Registration certificate of Service Provider with appropriate registration authority

- b) Turnover certificate issued by chartered accountant firm for last three financial year/  
Audited balance sheet
- c) GST registration certificate
- d) EPF registration certificate
- e) ESI registration certificate
- f) Work order/ completion certificate issued by department of State /Central  
government / Government undertaking organizations /local statutory bodies / public  
or private organizations for the period of three years.
- g) The declaration that the bidder is not black listed/banned by any government  
organization/PSUs. (in attached format)
- h) Bid security declaration (in attached format)
- i) Up-to-date Income-Tax clearance certificate/or copy of the latest return filed (FY  
2020-21 or FY 2021-22).

## **6. Terms and Conditions of Contract:**

- a) The selected Service Provider should submit Security deposit of Rs.25,000/- (Rs. Twenty Five thousand only) either in the form of Bank Guarantee or Demand Draft within 15 days from the date of award of contract. The security deposit may be utilized by Head, Project Implementation Unit- Agri, SMART Project, in case of breach in contract and without any prior notice and no claim whatsoever on this account shall be considered. Security deposit will be returned to the Service Provider without interest after satisfactory completion of the contract.
- b) If the employee of Service Provider do not perform his duties as per the administration of PIU- Agri SMART, Service Provider will be penalized at the rate of Rs. 500 per day and the penalty will be deducted from the payment to Service Provider
- c) Decision of Head, Project Implementation Unit- Agri, SMART Project shall be final for any aspect of the contract and binding to all parties. Disputes arising if any in the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Head, Project Implementation Unit- Agri, SMART Project. The decision of the sole arbitrator so appointed shall be final and binding on the parties
- d) The Service Provider shall strictly comply with all applicable laws prevailing in the State of Maharashtra with respect to the services for which this request for quotation.
- e) The service provider should comply all terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
- f) Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to PUNE jurisdiction only. The office is entitled to withhold a payment that is due to the Service Provider in case of dispute till it is resolved including the juridical expenses by PIU- Agri, SMART Project.
- g) Applicable GST will be paid upon submission of invoice.
- h) Applicable tax would be deducted at source
- i) PIU- Agri, SMART will not be responsible or liable in case of any dispute arising between the Service Provider and employee deployed by the Service Provider and no relationship of Employer and Employee shall come into existence between the PIU- Agri, SMART and the Employee of Service Provider for which all responsibilities shall vest with the Service Provider alone
- j) Canvassing in connection with the quotations is strictly prohibited and the quotations of anyone resorting to canvassing will be liable for rejection on that ground alone.
- k) The Service Provider shall deploy the persons properly trained for aforementioned services below the age of 50 years.
- l) The Service Provider shall maintain a register for marking the attendance by his worker deployed by them, which shall be seen and verified.
- m) In case of any theft, loss the matter will be reported to the administrative officer. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the Service Provider's workers on duty, the Head, PIU-agri, SMART, Pune will have full powers to recover the loss in full or in part from the dues or security deposit of the Service Provider. The decision of the Head, PIU-agri, SMART, in this regard will be final and binding on the Service Provider.

- n) During surprise checks by any administrative officer of the PIU-Agri, if a particular worker is found negligent/sleeping/drunk on duty the Service Provider will have to withdraw the worker (s) from the Institute forthwith, which may even, entail cancellation/termination of contract for the rest of the period.
- o) The Service Provider will have to carry out the instructions regarding contract workers issued by the PIU- Agri SMART from time to time.
- p) The rate agreed to by PIU- Agri SMART and the service provider shall be paid during the period of the contract. However no additional payment on account of enhancement of statutory/legal charges such as variable DA etc. will not be paid over and above the rate agreed upon from the date as applicable.
- q) It is the responsibility of the Service Provider to make payment to his workers latest by 3<sup>rd</sup> of every month POSITIVELY and submit invoice thereafter.
- r) Wages shall not be less than the minimum wages under the minimum wages Act applicable for Maharashtra, PIU- Agri, SMART reserves the right to check periodically payment of wages made by him to his worker.
- s) In the event of a worker (s) not reporting for duty, alternate arrangements (worker) will be made by the service provider.
- t) The Service Provider shall ensure his presence at a short notice when required by the Management.
- u) No residential accommodation will be provided to the contract workers.
- v) Number of contract worker (s) and supervisors to be deployed shall be intimated to the office from time to time, depending on requirement of work.
- w) The Head, PIU- Agri SMART, Pune reserves the right to cancel/terminate the contract at anytime during the currency of the contract after giving one months' notice to the Service Provider. The Service Provider on his part will have to give two months' notice.
- x) Income Tax and other dues as applicable from time to time by the Govt., shall be deducted at source from the monthly bills of the Service Provider.
- y) The Service Provider shall issue Photo ID cards to every worker (s) duly signed and the worker (s) would be required to display them while they are in the premises of PIU- Agri, SMART.
- z) The Service Provider shall also be responsible to provide other benefits to the staff engaged by him under the social welfare Legislation Acts like workmen's compensation/ESI, Provident Fund, Bonus etc. as admissible under the Rules and PIU-Agri SMART shall not be responsible for any claims of staff engaged by the Service Provider for supply of manpower to PIU Agri, SMART, Pune.
- aa) The Head, PIU- Agri,, SMART shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty and punctuality of his worker deployed by the Service Provider. The number of manpower may be increased depending upon the exigency of work load to be assessed by PIU- Agri SMART, Pune and intimated to the Service Provider.
- bb) Successful Service Provider will have to enter into a detailed contract agreement with PIU- Agri, SMART on stamp paper of Rs. 500/- for work.
- cc) Conditional Quotations are liable to be rejected.
- dd) Quotations should be submitted in the attached format only.

#### **7. Validity of Offer:**

Period for contract will be Two year or less than that depending upon the performance, unless terminated earlier at the option of Head PIU- Agri, SMART or on the happening of any of the circumstances as mentioned below:

- a) If, Head PIU\_ Agri, SMART terminates the contract for any reason whatsoever on giving at least one calendar month's written notice.
- b) If the Service Provider fails or neglects to render the said service or any of them to the satisfaction of Head PIU- Agri, SMART or if the Service Provider commits breach of any of his obligations hereunder and/or
- c) If the business of the Service Provider is wound up or dissolved or if any receiver is appointed or attachment is levied in respect of any of its properties and assets. The Service Provider however will have to give two months' notice for discontinuing his work.

- d) Before submitting Quotation, for Contract the service provider(s) should inspect the site to fully acquaint himself about the condition with regard to No. of persons to be deployed, accessibility of site, nature and extent of ground, working condition at site and movement of Labor etc. required for the satisfactory execution of the work. No claim whatsoever on such account shall be entertained by the PIU- Agri, SMART in any circumstances.
- e) Any compensation for disengagement on account of death, disability of any laborer provided for deployment in the PIU- Agri SMART campus, even if such disability manifests after the termination of the contract shall be Service Provider's exclusive liability.
- f) The Service Provider shall not sublet this contract or any part thereof to any other party.
- g) The Service Provider or laborers engaged by him will not be on the payroll of the PIU - Agri, SMART and will not be entitled to any benefit as applicable to the employees of PIU-Agri, SMART.
- h) The decision of the Head, PIU- Agri, SMART, regarding any disputes whatsoever arising out of the contract will be final and binding on the Service Provider.
- i) The Service Provider must sign and submit each paper of the Quotation document token of his accepting terms & conditions of RFQ document.
- j) Quotation which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected
- k) The Head, PIU- Agri, SMART, Pune reserves the right to accept or reject any quotation without assigning any reasons.
- l) Each service provider shall submit only one quotation. Service provider shall not contact other Service Provider in matters relating to this Quotation.

#### **8. Bid Price**

- a) The contract shall be for the full work as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The Prices shall be excluding GST.
- d) The rates quoted by the service provider shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

#### **9. Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

#### **10. Evaluation of Quotations**

The PIU- Agri, SMART Project will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for the entire item together. Goods & Service tax (GST) in connection with sale of goods shall not be taken into account in evaluation.

#### **11. Contract period:**

Contract period will be for the period of Two years which may be extended further up to 6 months upon satisfactory performance and need of the project.

#### **12. Award of contract**

The PIU- Agri, SMART Project will award the contract to the service provider whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the PIU- Agri, SMART Project reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The service provider whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order

**13. Payment:**

The payment will be made on monthly basis. The payment will be made within two weeks from the date of submission of original tax invoice duly certified by the administration section after deducting applicable taxes. Applicable GST will be paid on submission of invoice/bill.

**14. Quotation Submission:**

- a. Service Provider should submit only one quotation in a sealed envelope boldly superscript as "**Quotation for providing House Keeping Services to PIU-Agri, SMART office**"
- b. You are requested to provide your offer latest by 03.00 PM on **12/06/2023** to Project Implementation Unit- Agriculture, Hon. Balasaheb Thackery Agribusiness And Rural Transformation Project (SMART), Sheti Mahamandal Bhavan, 270, Bhamburda, Senapati Bapat Road, Pune – 411 016.
- c. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- d. Please quote the lowest possible rate. No negotiations will be entertained

**15. Opening of Quotation: -**

- a. Quotations will be opened in the presence of agencies representatives who choose to attend at above mentioned address on **12/06/2023 @ 03.30/ PM.**
- b. In the event of the date being declared as a holiday for the purchaser's office, the due date submission and opening of quotations will be the following working date & time.

**Sd/-  
Nodal Officer  
Project Implementation Unit- Agri.  
SMART Project.**

**FORMAT OF QUOTATION**  
**(On bidder's Letter head)**

**To**  
**Nodal Officer,**  
**Project Implementation Unit- Agri.**  
**(SMART) Project, Pune**

**Date:- / /**

Subject:- Submission of quotation for Housekeeping service for Project  
Implementation Unit- Agriculture, SMART Proejct.  
Ref :- Your RFQ SMART/PIU/Housekeeping/1793/2023-2 dated- 26/05/2023

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates for housekeeping services for PIU- Agri, SMART Project

Sr No	Particulars	Unit	*No of units	Rate per Unit in Rs. Without GST	Total Amount Rs. Without GST
01	Housekeeping services as per RFQ -Exclusive of consumables etc.	Lum sum per Month	24 Months		
02	Cleaner for Cleaning / removal of drainage chock up, <b>rate per day</b>	Rate Per Day	30 Days		
03	Electrician for electrical work. <b>rate per day</b>	Rate Per Day	30 Days		
04	carpenter for furniture related works, <b>rate per day</b>	Rate Per Day	30 Days		
05	Mason for civil works related works, <b>rate per day</b>	Rate Per Day	30 Days		
06	labour for office related any works, <b>rate per day</b>	Rate Per Day	60 Days		
<b>Total Amount (Excluding GST)</b>					

Total Rs-----

\*quantity mentioned is for the period of two years

1. We agree to all the terms and conditions of PIU- Agri SMART specified in the invitation for quotation.
2. We agree that rates quoted by us include all taxes and statutory liabilities & rates will be applicable through the period of contract.
3. I/ We have read all the particulars regarding the General information and other terms and conditions of the contract for providing of Security Service contract at PIU- Agri, SMART PUNE and agree to provide the services as detailed in the RFQ herein or to such portion thereof as you may specify in the acceptance of the Quotation at the rates given above to this quotation and I/we agree to hold this offer open till 60 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
4. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
5. Every page so attached with this Quotation bears my signature and the office seal.
6. We hereby certify that we have taken steps to ensure that no person acting for us or on behalf will engage in bribery or collusive agreements with competition.

Name:-  
Address:-  
Telephone no:-  
Fax no:-

**Signature of the Service Provider with  
stamp**

**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**  
**(To be submitted on the Bidder's Letter Head)**

Date:    /    /2023

RFQ/ Tender Ref No.: SMART/PIU/Housekeeping/1793/2023-2 dated-26/05/2023

To:

***Nodal Officer,***

***Project Implementation Unit- Agri.***

**(SMART) Project, Pune**

I/We .....(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for providing housekeeping services to Project implementation Unit- Agriculture SMART Project, thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
  
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorized Signatory of bidder  
Name of Authorized Signatory .....

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD  
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATIONOF**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

Date: / /2023

RFQ/ Tender Ref No.: SMART/PIU/Housekeeping/1793/2023-2 dated- 26/05/2023

To:

***Nodal Officer,***

***Project Implementation Unit- Agri.***

**(SMART) Project, Pune**

We hereby confirm and declare that we, M/s -----,  
is not blacklisted/ De-registered/ debarred by any World Bank funded Project/  
Government department/ Public Sector Undertaking/ Private Sector/ or any other  
agency for which we have Executed/ Undertaken the works/ Services during the last 5  
years.

Signature and Seal of Authorized Signatory of bidder  
Name of Authorized Signatory.....