



**HON. BALASAHEB THACKERAY AGRI-BUSINESS AND  
RURAL TRANSFORMATION PROJECT (SMART)**

**District Implementation Unit, Kolhapur**

Near Dream World Waterpark, Besides SP Residence,  
Ramanmala, Kolhapur- 416003.

Phone No- 0231-2993466 Email-[kolhapur.diu.smart@gmail.com](mailto:kolhapur.diu.smart@gmail.com)



Ref No. SMART/DIU/Proc/Sweeper/044/2023

Date- 07/02/2023

**INVITATION FOR QUOTATIONS**

To

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**Sub: INVITATION FOR QUOTATIONS TO PROVIDE HOUSEKEEPING SERVICES UNDER SHOPPING PROCEDURE**

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 to the Head, District Implementation Unit SMART, Kolhapur office under shopping procedure.

**3. Scope of Work**

- a) The Service Provider’s scope of work shall consist of providing housekeeping services to the DIU, SMART office (Appr. area 1000 sq. ft.) cabins, corridors, open space around office, toilets etc. in the DIU, SMART office.
- b) Required number of sweeper – 1
- c) Age – 18 to 40 year
- d) Working hours  
Full time- 9.15 AM to 6:45 PM every day  
OR  
Half time- 9.15 AM to 1:30 PM every day

**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 toilet block and one pantry along with fittings and fixtures ensuring that the toilets are neat and clean at all the times and no stinky smell emanate near the toilets.
- e) Garbage collection from 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

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

- a) The Service Provider shall be responsible for complying with all statutory requirements and obligations.
- b) The Service Provider shall be solely responsible for any act of commission and/or the part of staff deployed.
- c) The contract may be extendable up to six months on rendering satisfactory services without changing existing agreed norms.
- d) All daily cleaning work should be completed before office hours i.e., before 9.30 AM
- e) Service Provider shall indemnify and keep indemnified the 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, DIU SMART, Kolhapur shall be final and binding on the Service Provider
- f) Rates quoted should be valid for a period of one 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 annual turnover of at least Rs. 1.5 Lakhs in at least one year during financial years 2019-20, 2020-21, 2021-22 based on audited financial statements.
- c) Service Provider should have successfully completed at least one similar work contract after April 2013.
- d) Service Provider should have its office in 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 submit 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) Previous work experience.
- g) Proof of annual turnover during financial years 2019-20, 2020-21, 2021-22.

## 6. Terms and Conditions of Contract:

- a) The selected Service Provider should submit Security deposit of Rs.5,000/- (Rs. Five thousand only) either in the form of Bank Guarantee or Demand Draft within 10 days from the date of award of contract. The security deposit may be utilized by Head, DIU SMART, Kolhapur 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 does not perform his duties as per the administration of 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, DIU SMART, Kolhapur 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, DIU SMART, Kolhapur. 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 Kolhapur 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 SMART.
- g) Applicable GST will be paid upon submission of invoice.
- h) Applicable tax would be deducted at source
- i) 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 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 40 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 Nodal 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, DIU SMART, Kolhapur 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, DIU SMART, Kolhapur, in this regard will be final and binding on the Service Provider.
- n) During surprise checks by any administrative officer of the SMART, if a particular worker is found negligent/sleeping/drunk/smoking 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 SMART from time to time.
- p) The rate agreed to by 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 3rd 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. 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, DIU SMART, Kolhapur reserves the right to cancel/terminate the contract at any time 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 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 SMART shall not be responsible for any claims of staff engaged by the Service Provider for supply of manpower to DIU SMART, Kolhapur.
- aa) The Head, DIU SMART, Kolhapur 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 DIU SMART, Kolhapur and intimated to the Service Provider.
- bb) Successful Service Provider will have to enter into a detailed contract agreement with SMART on stamp paper of Rs. 500/- for work.
- cc) Conditional Quotations are liable to be rejected.
- cc) Quotations should be submitted in the attached format only.

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

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

- a) If, Head, DIU SMART, Kolhapur 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, DIU SMART, Kolhapur 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.  
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 SMART in any circumstances.
- d) Any compensation for disengagement on account of death, disability of any laborer provided for deployment in the SMART campus, even if such disability manifests after the termination of the contract shall be Service Provider's exclusive liability.
- e) The Service Provider shall not sublet this contract or any part thereof to any other party.
- f) The Service Provider or laborers engaged by him will not be on the payroll of the SMART and will not be entitled to any benefit as applicable to the employees of SMART.

- g) The decision of the Head, DIU SMART, Kolhapur, regarding any disputes whatsoever arising out of the contract will be final and binding on the Service Provider.
- h) The Service Provider must sign and submit each paper of the Quotation document token of his accepting terms & conditions of RFQ document.
- i) Quotation which does not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected
- j) The Head, DIU SMART, Kolhapur reserves the right to accept or reject any quotation without assigning any reasons.
- k) 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 time or half time work as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) 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.
- c) 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 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 separately for Full time & half time services.

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

Contract period will be for the period of two year which may be extended further upto one year upon satisfactory performance and need of the project.

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

The Head, DIU SMART, Kolhapur 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 Head, DIU SMART, Kolhapur 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 Housekeeping Services to DIU SMART, Kolhapur office**"
- b. You are requested to provide your offer latest by **2.00 PM on 15/03/2023** to Hon. Balasaheb Thackery Agribusiness and Rural Transformation Project (SMART), District Implementation Unit, Kolhapur. office Near Dream World Waterpark, Besides SP Residence, Ramanmala, Kolhapur- 416003.
- 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: -**

Quotations will be opened in the presence of agencies representatives who choose to attend at above mentioned address on at **4.00 PM on 15/03/2023**

**PLACE - Kolhapur**

**DATE - 28 / 02 / 2023**

Sd/-  
Head  
District Implementation Unit,  
SMART, Kolhapur

**FORMAT OF QUOTATION  
(ON THE LETTER HEAD OF SERVICE PROVIDER)**

**To**  
**Head**  
**District Implementation Unit**  
**SMART, Kolhapur.**

**Date:-**

**Subject:- Regarding Quotation for Sweeper cum House Keeping Services**

**Reference:-** Your RFQ no SMART/DIU/Proc./Sweeper/044/2023 dated 07/02/23

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under.

<b>Particulars</b>	<b>Unit</b>	<b>*No of units</b>	<b>Rate per Unit in Rs. Without GST</b>	<b>Total Amount Rs. Without GST</b>
Full time Housekeeping sevices	Month	1		
Half time Housekeeping sevices	Month	1		
<b>Total Amount (Excluding GST)</b>				
GST				
<b>Total Amount (Including GST)</b>				

\*Quantity mentioned is for the period of **one years**

1. We agree to all the terms and conditions of 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 Sweeper cum Housekeeper Service contract to DIU, SMART Kolhapur 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:** [insert date]

**RFQ/ Tender Ref No.:** SMART/DIU/Proc./Sweeper/044/2023 dated 07/02/23

**To:**  
**HEAD,**  
**DIU ,**  
**SMART, Kolhapur**

I/We .....(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for providing Sweeper cum Housekeeper Services to DIU SMART, Kolhapur office 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 of authorized  
person**  
**Name:\_\_\_\_\_**  
**Agency Office Stamp/Seal**

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

**Date:**

**RFQ/ Tender Ref No.:** SMART/DIU/Proc./Sweeper/044/2023 dated 07/02/23

**To:  
HEAD,  
DIU,  
SMART, Kolhapur**

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.....**