



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

Project coordination and Management Unit,

ShetiMahamandalBhavan, 270, Bhamburda, SenapatiBapat Road, Pune – 411 016.

E-mail- pcmu.smart@gmail.com

SMART/PCMU/Hiring of HKS/1704/2023-24

Date: - 26/09/2023

INVITATION FOR QUOTATIONS
TO PROVIDE HOUSE KEEPING SERVICES UNDER SHOPPING PROCEDURES

To
All Concerned,

Sub : INVITATION FOR QUOTATIONS TO PROVIDE HOUSE KEEPING SERVICES UNDER SHOPPING PROCEDURES.

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 Coordination and Monitoring Unit (PCMU), SMART office under shopping procedure.

3. Scope of Work

- a) The Service Provider’s scope of work shall consist of providing housekeeping services to the PCMU, SMART office (Appr. area 7,282.63 sq.ft.) corridors, open space around office, staircase, Toilets etc. in the PCMU, SMART office.
- b) Numbers of persons 3(1 will stay full time in office during office hours + 2 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 four toilet blocks and one pantry along with fittings and fixtures 2 times in a day and take sign of authorized person after every cleaning . 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

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

B) Other terms and conditions of House Keeping Services:

- a) The Service Provider should provide all consumables like naphthalene balls, toilet paper, liquid soap (including Dispensers), aerosol sprays, hydro chlorophenyl, room dusters, insecticides, etc. at their own cost.
- 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 month 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 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 Project Director, SMART 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. 5 Lakhs during last 3 financial years based on audited financial statements.
- c) Service Provider should have successfully completed at least 3 similar work contracts.
- 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 have at least three years' experience in providing housekeeping services to State /Central government / Government undertaking organizations /local statutory bodies / public or private organizations.
- i) Service Provider should be registered under Goods and Services tax Act, 2017

- j) 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 with respect to eligibility criteria mentioned in clause 4

- a) Firm 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) Service Provider should be registered under Labour authorities including Contract Labour (Regulation and Abolition) Act, 1970.
- g) 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.
- h) Declaration about non blacklisted by State /Central government / Government undertaking organizations /local statutory bodies / public or private organizations.

6. Terms and Conditions of Contract:

- a) The selected Service Provider should submit Security deposit of Rs.50,000/- (Rs. Fifty 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 Project Director SMART, 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 Additional Project Director, SMART 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 Additional Project Director, SMART. 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 SMART.
- g) If in the course of execution of this contract by the selected agency any damage is caused by the agency or its workmen to the person/property of SMART office after joint inspection of SMART authority and agency, any claims arising there from shall be recovered, settles and dealt with directly by agency and the agency will cooperate project office in case of enquiry if any. The agency agrees to undertake & indemnify SMART project against all such claims.
- h) Agency to submit proof of wages payment & challans like EPF, ESIC to its employees deployed at SMART Office \ along with invoices.

- i) Applicable GST will be paid upon submission of invoice.
- j) Applicable tax would be deducted at source
- k) 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
- l) 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.
- m) The Service Provider shall deploy the persons properly trained for aforementioned services below the age of 50 years.
- n) The Service Provider shall maintain a register for marking the attendance by his worker deployed by them, which shall be seen and verified.

- o) 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 Project Director, 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 Additional Project Director, SMART, in this regard will be final and binding on the Service Provider.
- p) During surprise checks by any administrative officer of the SMART, 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.
- q) The Service Provider will have to carry out the instructions regarding contract workers issued by the SMART from time to time.
- r) 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.
- s) It is the responsibility of the Service Provider to make payment to his workers latest by 3th of every month POSITIVELY and submit invoice thereafter.
- t) 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.
- u) In the event of a worker (s) not reporting for duty, alternate arrangements (worker) will be made by the service provider.
- v) The Service Provider shall ensure his presence at a short notice when required by the Management.
- w) No residential accommodation will be provided to the contract workers.
- x) 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.
- y) The Additional Project Director, 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.
- z) 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.
- aa) 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.
- bb) 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 SMART, Pune.
- cc) The Additional Project Director, 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 SMART,Pune and intimated to the Service Provider.

- dd) Successful Service Provider will have to enter into a detailed contract agreement with SMART on stamp paper of Rs. 500/- for work.
- ee) Conditional Quotations are liable to be rejected.
- ff) 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 Project Director, SMART or on the happening of any of the circumstances as mentioned below:

- a) If, Additional Project Director, 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 Additional Project Director, 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.

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 labourer 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 Additional Project Director, SMART, 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 do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected
- j) The Additional Project Director, SMART, Pune 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 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 but excluding GST.
- c) 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.

d) 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 for all the items 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 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 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 SMART office**"
- b. You are requested to provide your offer latest by **3.00 PM** on **11/10/2023** to Hon. Balasaheb Thackery Agribusiness And Rural Transformation Project (SMART), Project coordination and Management Unit, ShetiMahamandalBhavan, 270, Bhamburda, SenapatiBapat 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: -

Quotations will be opened in the presence of agencies representatives who choose to attend at above mentioned address on **11/10/2023 @ 3.30 PM**

**Additional Project Director,
SMART, Pune.**

PLACE - PUNE

DATE -26/09/2023

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

To
Additional Project Director,
SMART, Pune.

Date: -

Subject: - Submission of Quotation for House Keeping Services

Ref: - Your Request for Quotation Dated 26/09/2023.

Dear Sir,

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

Particulars	Unit	*No of units	Rate per Unit in Rs. Without GST	Total Amount Rs. Without GST
Housekeeping services as per RFQ - inclusive of consumables etc.	Lum sum per Month	24 Months		
Cleaner for Cleaning / removal of drainage chock up	Rate Per Day	30 Days		
Electrician for electrical work.	Rate Per Day	30 Days		
carpenter for furniture related works	Rate Per Day	30 Days		
Mason for civil works related works	Rate Per Day	30 Days		
labour for office related any works	Rate Per Day	60 Days		
Total Amount (Excluding GST)				

Total Rs.....

*Quantity mentioned is for the period of two years

We confirm that the we are responsible for providing above services accordance with terms and conditions mentioned in the invitation for quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature

Name: _____

Agency Stamp/Seal