

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**  
(Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers, Govt. of India)  
J.K.Road, G-Sector, Govindpura Industrial Area, Bhopal-462023 (M.P.)  
Phone: 0755-4028605, 4028613; Email: cipet.bhopal@gmail.com

# E Tender Document for providing Housekeeping Services at CIPET BHOPAL & APPSEC ,Tamot

**E-Tender Notice No.CIPET/BPL/ADMN/20-21/20**





सिपेट : सेन्टर फॉर स्किलिंग एण्ड टेक्निकल सपोर्ट (सीएसटीएस), भोपाल  
(रसायन एवं पेट्रो रसायन विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार)

जी-सेक्टर, गोविन्दपुरा औद्योगिक क्षेत्र, भोपाल-462023

फोन: 0755-4028605, 4028613, 4028602 फैक्स: 0755-2689041

ईमेल: [cipet.bhopal@gmail.com](mailto:cipet.bhopal@gmail.com) वेबसाइट: [www.cipet.gov.in](http://www.cipet.gov.in)

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### ई- निविदा सूचना

E-Tender No. CIPET/BPL/ADMN /2020-21/20

दिनांक 13-12-2020

सिपेट संस्थान, भोपाल एवं APPSEC तामोट मे हाउसकिंपिंग /गार्डनिंग कार्य हेतु मानव शक्ति प्रदाय करने के लिए दो बोली प्रणाली (Two Bid Systems) में online ई- निविदा आमंत्रित करता है । इच्छुक फर्म निविदा दस्तावेज सिपेट के वेबसाइट [www.cipet.gov.in](http://www.cipet.gov.in) / [www.tenderwizard.com](http://www.tenderwizard.com) से डाउनलोड कर सकते है। निविदा प्रस्तुत करने की अंतिम तारीख 26-12-2020 दोपहर 13.00 बजे तक है।

सिपेट किसी भी वा सभी निविदा को अस्वीकार करने का अधिकार सुरक्षित रखता है या बिना किसी कारण बताए आमंत्रित ई निविदा सूचना को निरस्त कर सकता है ।

प्रधान निदेशक एवं प्रमुख

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**  
*(Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers, Govt. of India)*  
**J.K.Road, G-Sector, Govindpura Industrial Area, Bhopal-462023 (M.P.)**  
**Phone: 0755- 4028605, 4028613; Email: cipet.bhopal@gmail.com**

**Detailed Notice inviting Tender for Providing Housekeeping & Gardener personnel's**

**NOTICE INVITING E-TENDER**

महत्त्वपूर्ण तिथियाँ/ Important Dates:

Date of Online Sale of e-Tender Document	: 13.12.2020 to 26.12.2020
Last Date for Online Submission of e-Tender	: 28.12.2020 (upto 13.00 Hrs.)
Last Date for Submission of Hardcopy of Tender Doc.	: 28.12.2020 (upto 13.00 Hrs.)
Date of opening of e-Tender (Technical Bid)	: 29.12.2020 (at 15.00 Hrs.)

**Notice Inviting E-Tender**

E-Tender No.: CIPET/BPL/ADMN/2020-21/20

Date: 13.12.2020

CIPET:CSTS, Bhopal invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for providing housekeeping & Gardening personnel for housekeeping & Gardening work at campus & hostel premises located at CIPET :CSTS,Bhopal & APPSEC, Tamot

S. No.	E-Tender No. & Date	Name of the Item / Work	EMD (In Rs.)	Tender Fees (In Rs.) <u>Incl. GST</u>	Last Date & Time of online Bid submission
1.	CIPET/BPL/ADMN/2020-21/20 dated 13.12.2020	for providing housekeeping & Gardening personnel for housekeeping & Gardening work at campus & hostel premises located at CIPET:CSTS Bhopal & APPSEC ,Tamot	50,000/- (Rupees Fifty Thousand Only)	2500.00 Non-refundable + GST =2500+450=2950	28.12.2020 at 13.00 Hrs.

Interested and eligible bidders may view and download detailed tender documents from [www.cipet.gov.in](http://www.cipet.gov.in) and [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). Bidders are requested to submit a hard copy of the Technical & Financial Bid duly sealed and signed to the Principal Director & Head, CIPET : CSTS, Bhopal, G-Sector, Govindpura Industrial Area, J.K. Road, Bhopal - 462023 **on or before 28.12.2020 @ 13.00 Hrs.**

The Tender Fee & EMD will be accepted in the form of Demand Draft only drawn through any Indian Nationalized Bank favoring "CIPET" payable at Bhopal and shall be submitted at CIPET:CSTS, Bhopal along with the tender documents.

**SALIENT INFORMATION ABOUT THE TENDER:**

1. Mode of submission: Online
2. Date & Time of Technical Bid Opening: 28.12.2020 at 13.00 Hrs.
3. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated about the date and time of financial bid opening.
4. Bid Opening Venue : CIPET : CSTS, Bhopal, G-Sector, Govindpura  
Industrial Area, J.K. Road, Bhopal - 462023
5. Eligibility Criteria:-
  - Age of the Firm : 03 Years as on 31.03.2020
  - Annual Turnover : 80 Lakh & above per Year in last 03 financial years.
  - Individual Work Order : 03 Nos. Similar experience/Work Order of running of housekeeping & Gardening services of reputed Govt. Institute/College/PSU's (At least 02 Nos. of 25 Lakh each or 01 No. of 50 Lakh and above)

**HOW TO REGISTER BY A VENDOR:**

1. The prospective bidders have to register with CIPET through the E-tender portal of CIPET at [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) by Online Payment to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.  
Tender Documents Fees of Rs. 2500/- + GST (18%)=2950 is Payable to CIPET, Bhopal in the form of Demand Draft from any Nationalize Bank not drawn before the Date of Releasing of advertisement.

Processing Fees Payable Online separately to M/S. KEONICS LTD.

2. **Is there any device requirement for participation in e-Tender: Yes**, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

The details about the Institute and the terms and conditions are given in the tender form which shall be part of the Contract / Agreement. The participants are required to read and understand it properly before submission of the tender.

CIPET : Centre for Skilling & Technical Support (CSTS), Bhopal was established in 1986 by the Government of India, Ministry of Chemicals & Fertilizers, Department of Chemicals & Petrochemicals for generating technically trained manpower as well as providing technical support services to the industries in the field of plastics and allied technology.

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
<b>Contact Person</b>	<b>Telephone/E-mail</b>	<b>Remarks</b>
Local Representative of KEONICS (Bhopal)	Landline No.:011-49424365 Email: twhelpdesk770@gmail.com	Vendor registration or any other issue regarding e-Tender
KEONICS's Helpdesk:	Email: <a href="mailto:cipethelpdesk@gmail.com">cipethelpdesk@gmail.com</a>	Process, please contact KEONICS as the details given in the previous Columns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

10. Bidders are advised to visit CIPET-'s e-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

CIPET:CSTS Bhopal reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Principal Director & Head**  
CIPET:CSTS,BHOPAL

## नियम एवं शर्तें / Terms & Conditions

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)** Bhopal invites open online tender in two bid system for providing housekeeping & Gardening personnel for housekeeping & Gardening work at campus & hostel premises located at CIPET Bhopal & APPSEC, Tamot .

1. The tender documents along with an EMD amount of Rs. 50,000/- (Rupees Fifty Thousand Only) shall be paid in the form of Demand Draft (D.D) drawn in favor of "CIPET" payable at Bhopal
2. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender. In case two or more agencies are found to have quoted the same rates, the **Principal Director & Head, CIPET:CSTS,Bhopal** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience & inspection report of the committee of CIPET :CSTS ,Bhopal etc. Such decision by the authority shall be final.
  - a. The Principal Director & Head, CIPET: **CSTS,Bhopal**, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily
3. The successful tenderer has to furnish a security deposit of Rs.2,00,000/- (Rs. Two Lakh Only) and execute an agreement on the non-judicial stamp paper of Rs. 100/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit as per written request by contractor. Failure to
  - a. furnish the security deposit within prescribed period will lead to termination of contract.
4. Security agency/Contractor shall be responsible for the compliance of all legal
  - a. Provisions connected with the employment of the Security Services posted at CIPET Premises and for due payments of any statutory dues payable(if any).
5. The contract will be awarded to the technically and financially qualified bidder initially for
  - a. 01 year. Based on performance/satisfactory services, the contract shall be extended for another one year.
6. The contract can be terminated by giving one month notice period by either side.
7. GST shall be paid extra by CIPET: **CSTS,Bhopal** at prevailing rate as per Government of India.
8. All applicable taxes shall be deducted as per prevailing rate from the monthly bill.
9. The EPF & ESIC shall be paid as per Government of India norms.
10. The number of workers can be increased/ decreased as per requirement.
11. **Agency must have its own Local Office in "Bhopal" & in this office, and have minimum of 05 Nos. staff to handle the problem/official matter related to Security services .The agencies must have 02 work order at Bhopal (M.P.) for inspection of the site.**
12. Bidder register under Micro & small Enterprises(MSEs) as defined in MSE procurement policy issued by the department of MSE or register with central purchase organization shall also submit a bid and they shall be exempted from tender fee & EMD.
13. CIPET: **CSTS,Bhopal** reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard shall be final in all respect and shall be binding on the tenderer.
14. The agency or its sister concern/relatives providing any services to CIPET- **CSTS,Bhopal** are not eligible to participate in this tender. The tenderer has to declare

- by giving an undertaking on letter head as per Annexure-I enclosed with the tender for the same.
15. The tenderers whose tender has successfully qualified in the technical bid may be physically verified by the inspection team of CIPET- **CSTS,Bhopal** to verify the site/services at the client end of the tenders. The received bids will be evaluated by the committee of CIPET- **CSTS,Bhopal** on the basis of requisite documents. Thereafter a team of CIPET- **CSTS,Bhopal** may visit for physical inspection of the sites & give grading and if found suitable and meeting the requirements of CIPET- **CSTS,Bhopal** as indicated in these terms & conditions. If two or more parties stands L-1/quote same rate in financial bid opening in this case ,as per grading of inspection team and client feedback, the decision of Tender Committee & Principal Director & Head CIPET: **CSTS,Bhopal** shall be the final. The CIPET reserves its right to terminate the contract at any time giving one month's without assigning any reason. The contractor also terminates the contract with one month notice to CIPET.
  16. In the case of any difference of opinion in the interpretation of any condition or dispute, the decision of the Principal Director of CIPET: CSTS, Bhopal shall be final and binding on both the parties.
  17. All statutory Rules/Regulations/Applications applicable to his Establishment should be the responsibility of the contractor. CIPET will be not have any responsibility in this regard.
  18. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Bhopal courts only.
  19. Each page of the tender document is required to be signed by the tenderer. The tender document must be filled in English or Hindi and all the entries must be hand written in ink. If any of the documents are missing or unsigned, the tender may be considered as invalid. Overwriting of figures is not permissible.
  20. The tenderer whose tenders have been selected have to deposit the Security deposit of Rs. 2,00,000/- (Rs. Two lakhs only) in the next working day after the acceptance of the tender. Earnest Money Deposit amount of Rs. 50,000/- shall be forfeited if in case of refusal of deposit the security deposit immediately or fails to implement the requirements of the tenders. The EMD of unsuccessful tenderers shall be returned within 7 days. **The DD/Banker's Cheque shall be drawn in favour of CIPET payable at Bhopal only.**
  21. Security Deposit will not carry any interest.
  22. Security Deposit will not be refunded to the contractor except in accordance with the terms of contract.
  23. The selected agency shall have to pay the contract employee salary through bank account and salary is to be credited every month.
  24. CIPET management decision shall be final and binding in all cases to the contractor.
  25. All legal matter will be under Bhopal Judiciary only.
  26. CIPET reserves the right to consider/reject any or all tenders the tender process without assigning any reasons/notice. The management decision in this regard will be final in all respect and shall be binding on the Tenderer.
  27. Due to COVID-19 all the directives to be followed for maintaining sanitization in
  28. totality .The health records /details of all concern person to be maintained by the
  29. Supervisor appointed by the contractor. No person effected and has history of COVID to be
  30. to be employed at premises has to produce medical certificate at Admin. department.
  31. Successful bidder has to submit the Bio-date, Adhar- Card, Police verification

32. report, Covid-19 Test report before appointing security personnel for Security services. List of Security personnel appointed at this office & Tamot with all detail above should be submitted after award of the tender.

**IMPORTANT TERMS & CONDITIONS OF THE TENDER**

**33. The bidder should compulsorily have full fledged office in Bhopal city and minimum of 05 Nos of staff.**

34. The bidder should have office with minimum presence for the past 03 years in Bhopal city.
35. The bidder should be providing Security services currently in at least 02 places for similar type of Govt./reputed organization with 20 staff per location in Bhopal city.
36. The bidder should meet any one of the following criteria
- a. Latest Single work order of Rs. 50 Lakhs Per Annum at Bhopal/near by area (20km.range)
  - b. Latest 02 Work order of Rs. 25 Lakhs each Per Annum at Bhopal/near by area (20km.range)
37. The bidder should have minimum turnover of Rs. 80 Lakhs every year during the last three financial year
38. The bidder should submit copy of labour license of Bhopal city for Security Services.
39. The bidder should not quote wages below the Minimum Wages of Government of Madhya Pradesh.
- a. I/we hereby agree to the above terms and conditions.

**Signature of the Contractor  
With date and seal**



The offers from the reputed firms registered with the Labour Department of Central/ State Government for the supply of manpower for housekeeping & gardening work at CIPET Campus , Hostel & APPSEC ,Tamot are invited.

The sealed tenders along with the supporting documents with Earnest Money Deposit of Rs.50,000/- (Rs Fifty Thousand only) in the form of Demand Draft in favour of CIPET payable at Bhopal should be submitted in **cover No. 1** super scribing "**Technical Bid**".

The sealed tender document containing the "**Commercial Bid**" shall be submitted in **cover No. 2** super scribing the envelope "**Commercial Bid**".

The commercial bid of the successful qualified agencies would be opened **after physical inspection of the performance of agencies at their client's premises & technical evaluation based on grading system**. CIPET reserve the right to select for the better services offered or performed by the agency in the history records. Date & Time of opening of commercial bid will be intimated through E-mail to technically qualified bidders.

CIPET reserves the absolute right to accept or reject any or all tenders at any stage of the tender process without assigning any reasons.

The terms and conditions are given in the tender form which shall be part of the Contract / Agreement. The participants are required to read and understand it properly before submission of the tender. The Agencies are required to submit their list of present clients with complete addresses and phone/Mobile nos. and the number of manpower deployed to each client along with the tender.

The institute is looking for the reputed and experienced Housekeeping Agencies to maintain housekeeping in the Institute & Hostel campus and also to upkeep the Institute premises and its surroundings tidy and clean in all respects.

## Scope of the Work:

1. Cleaning of Administration block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area, machineries at Tool Room and Processing, Testing department, Training & Planning Cell, CAD/CAM, Library, Class rooms etc. & Security campus from inside and outside.
2. The cleaning job require dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreader by birds and animals on regular basis and cleaning of roofs, chajjas and passages at least twice a month.
5. Removing and disposing outside the bodies of animals and birds etc died in the campus.
6. Cleaning of water storage tanks- overheads and grounds tank with chemicals once in a month.
7. The work includes House Keeping and general overall cleaning of the premises including shifting of chairs, table and other furniture, occasionally in the course of cleaning and replacing them properly and any other job assigned to the contract team as and when required.
8. The supervisor has to maintain to register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for work performance. CIPET may penalize by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
9. In case of absence of the supervisor or the sweeper/ worker, the tenderer has to provide replacement in two hours.
10. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
11. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintained it functional all the times, However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be born by CIPET Bhopal.
12. The housekeeping personnel shall wash the reception floors, lobby, stair case and other public utility areas twice in a week.
13. The housekeeping personnel shall carefully clean the door mats as and when required on receipt of instructions from CIPET Officials.
14. Cleaning of the furniture of office and classrooms every day before 9.00 AM.
15. Cleaning of the Roads and porches every day in the morning.
16. Cleaning of water purifiers on alternate days.
17. The housekeeping personnel shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintained it in good condition.
18. The housekeeping personnel should ensure that the collected garbage should be thrown out of CIPET Bhopal campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
19. CIPET reserve the right to deduct wages of housekeeping personnel from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.

20. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenoyal, room- freshener, cleaning cloth, baskets, Odonil, pocha etc. every month in advance. The prescribed material shall be purchased by CIPET and handover to the contractor/Supervisor on monthly basis from stores department.
21. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the housekeeping personnel.
22. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the housekeeping personnel.
23. The Supervisor and housekeeping personnel should be in proper uniform provide by the contractor for which no extra charge shall be paid by CIPET.
24. Any other work assigned by the management.
25. The Housekeeping Contract Agency owner/authorized representative shall visit the CIPET Campuses / premises once in a week whenever specially called by the Institute and ensure that the Housekeeping personnel are properly carrying out their duties efficiently, diligently and to the satisfaction of the institute.
26. The Contractor shall provide trained & well-disciplined Housekeeping personnel on all 06 days of a week to maintain & upkeep the Institute premises. If required the housekeeping personnel may be called on holidays.
27. The Contractor shall provide experienced Housekeeping Supervisor to control the team of Housekeeping personnel. The Supervisor shall be responsible to monitor the duties / functions of Housekeeping personnel and report to the management for any lapse immediately.
28. The Housekeeping personnel will be eligible for one day paid off after continuously working of 06 day duties.
29. In the event of leave or absence of any Housekeeping personnel, the agency shall make suitable alternate arrangements to fill up the gap immediately and ensure that the total strength of Housekeeping personnel is always maintained otherwise the penalty (as decided by management) on service charge will be applicable in monthly bill.
30. The Housekeeping personnel so deployed should not be changed frequently without the consent of CIPET Management.
31. The personnel engaged by the contractor should be honest, hardworking and good character. Details of contract team members should be furnished for security reasons
32. The Contractor shall ensure that the personnel deployed are disciplined and do not participate in the activity prejudicial to the interest of the Institute/Govt.
33. Any misconduct/misbehavior/indiscipline of housekeeping team will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
34. The Contractor shall solely be liable for payment of wages and other dues to the Housekeeping personnel deployed in CIPET.
35. The contractor shall be responsible for depositing provident fund contribution and employees share of special contribution for ESI in respect of the personnel engaged by him. He will also be responsible for collection the employee's contribution.
36. The charges as mutually agreed upon would be followed for the entire period of the agreement and the contractor shall not make any claim or additional charges other than expressly agreed to in this agreement.
37. CIPET Bhopal is not responsible for any disability or casualty incurred by the workers doing the work for the contractor. It is the responsibility of the contractor to comply with the statutory requirements of safety and compensation.

38. The housekeeping personnel provided for the job shall have adequate insurance coverage during the period of the contract work by the contractor.
39. Any amount due to the CIPET arising out of the contract will be recoverable from the contractor's bills, dues/security deposit.
40. If at any time additional personnel are required on temporary basis, the agency shall arrange the required personnel. The additional Housekeeping personnel shall be paid on the prescribed rates on pro rata basis.
41. The contractor shall be responsible for immediate replacement of sweepers for the casual vacancy arising out of sick leave, absence on any other reason
42. The payment of wages should be disbursed on or before 7<sup>th</sup> of every month and register should be maintained in this regard.
43. TDS as applicable shall be deducted from the monthly bill of the agency. An agreement will be required to be entered for a period/periods, as may be mutually agreed upon with the terms and conditions. For the extension of the contract period, the agreement may be renewed accordingly.
44. In case of any theft, pilferage or any other loss caused to the Tools / Equipment's provided by the Institute during the period of contract is in operation, the agency shall make good the loss to the institute and apart from that, the CIPET will be free to impose penalty/compensation to be paid for deliration, negligence, disobedience and violation act. CIPET shall have the right to deduct appropriate amount from the contract bill to make good such loss besides imposition of penalty. In such cases, the decision of the competent authority of CIPET will be final and binding on the agency.
45. The agency selected should follow the instructions given by the management of CIPET from time to time and in case of violation of the instructions, the agreement can be cancelled without any reference or notice.
46. The payment of Bill shall normally be paid within Ten days from the date of submission. The services of the contractor can be terminated without assigning any reason by giving 30 days notice on either side.
47. In case of non-compliance with the contract, the CIPET reserve its right to :-
  - a. Cancel/revoke the order; and
  - b. Impose penalty up to 5% of the total value of the contract.
48. During the period of operation of the contract, CIPET will have full authority to recover the losses incurred by the institute due to the negligence of the manpower employed by the housekeeping agency. The decision of the Principal Director & Head with respect to calculate the losses will be final and binding.
49. The offer will be accepted subject to verification of documents and satisfactory quality of security services provided by the agency to the other clients. In case any document submitted by the agency is found false, the offer shall be rejected without assigning any reasons.
50. Any canvassing in this regard shall lead to cancellation of the tender.
51. Start of work within one week from the date of issue of work order. CIPET reserve the right to cancel any or all items without assigning any reasons and the decision of
52. Latest Minimum wages as notified by State Government (M.P.). revised from time to time shall be paid
53. Bidder register under Micro & Small enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization can submit bid but they shall deposit the tender fee , & EMD for initial process.
54. No refund of Tender fee in case of retender process.

55. Number of the manpower for housekeeping & Gardening on contract vary as per requirement.
56. Any misconduct/misbehavior/indiscipline of manpower supplied by the contractor will not be tolerated and such persons will have to be replaced immediately and for such act the contractor is sole responsible to resolve the issue, if any. CIPET Management reserve the right to take all appropriate actions under such circumstances.
57. The Contractor shall solely be liable for payment of wages and other dues to the manpower personnel deployed in CIPET.
58. The CIPET will not be responsible financially or otherwise for any causality / disablement / death caused to any staff of the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury / disablement / death at work site and carry out complete obligations under the said Act/ Rule and furnish all information to Director & Head, CIPET Bhopal and shall indemnify CIPET against any such penalties / claims out of default on its part.
59. The contract may be terminated at any time without paying compensation whatsoever to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Director & Head, CIPET, Bhopal will be final and acceptable to the contractor in this context.
60. There will a continuous supervision by the institute staff if it is not found satisfaction as per terms and conditions, the same will be cancelled by giving notice of one month.
61. CIPET: CSTS Bhopal reserve the right to deduct \ /ages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in this document. Any order passed to this effect by the Director & Head or his authorized official will be final and binding on the contractor.
62. CIPET: CSTS - Bhopal will provide materials required for housekeeping work such as brooms, detergent, soap, liquid soaps, brush, phenyl, room freshener, cleaning cloth, baskets, odonil, poocha etc. every month in advance.
63. The contractor shall be responsible for compensating loss and damage occurred to the property of the  
Institute due to negligence of the workers.
64. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The attendance sheet should also include the period of absence

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS) , Bhopal**  
**PROFILE OF HOUSEKEEPING PERSONNEL**

**Housekeeping Personnel:**

- |                                   |   |  |
|-----------------------------------|---|--|
| 1. Preferred Age Group            | : | 20-35 years  |
| 2. Nationality                    | : | Indian   |
| 3. Min. Educational Qualification | : | 8 <sup>th</sup> pass / fail  |
| 4. Language Knowledge             | : | Knowledge of Hindi is essential  |
| 5. Physical condition/Health      | : | Should be of good health with Medical fitness  |
| 6. Skill and ability              | : | Hard working and able to work under difficult situation and pro-active under any exigencies. |
| 7. Character & Conduct            | : | Should be honest, disciplined and possess good character                                     |
| 8. Work Experience                | : | Should have 1-2 years' experience in the relevant field.                                     |

**Supervisor:**

- |                                   |   |  |
|-----------------------------------|---|--|
| 1. Preferred Age Group            | : | 25-35 years  |
| 2. Nationality                    | : | Indian   |
| 3. Min. Educational Qualification | : | 12 <sup>th</sup> or Graduate   |
| 4. Language Knowledge             | : | Knowledge of Hindi and English   |
| 5. Physical condition/Health      | : | Should be of good health with Medical Fitness  |
| 6. Skill and ability              | : | Able to control the personnel and capable to behave decently with staff, workers, trainees and visitors while enforcing norms strictly |
| 7. Character & Conduct            | : | Should be honest, disciplined and possess good character   |
| 8. Work Experience                | : | Should have 2-3 years experience as supervisor in Housekeeping Agency  |

**Gardener Personnel:**

- |                                   |   |  |
|-----------------------------------|---|--|
| 1. Preferred Age Group            | : | 35-55 years  |
| 2. Nationality                    | : | Indian   |
| 3. Min. Educational Qualification | : | 3 <sup>rd</sup> pass / fail  |
| 4. Language Knowledge             | : | Knowledge of Hindi is essential  |
| 5. Physical condition/Health      | : | Should be of good health with Medical fitness  |
| 6. Skill and ability              | : | Hard working and able to work under difficult situation and pro-active under any exigencies. |
| 7. Character & Conduct            | : | Should be honest, disciplined and possess good character                                     |
| 8. Work Experience                | : | Should have 1-2 years' experience in the relevant field.                                     |

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)**

TENDER APPLICATION FROM FOR HOUSE KEEPING CONTRACT

**To be submitted in Part-I (Technical-Bid)**

**TO BE FILLED UP BY THE CONTRACTOR**

**E-Tender Notice No.CIPET/BPL/ADMN/20-21/20**

<b>Sr No</b>	<b>PARTICULARS</b>	
1	Name of the Firms.	
2	Postal address of Bhopal city only	
3	Telephone No. with STD code	
4	Name of Contact person/Proprietor	
5	Mobile No & Email ID	
6	Firms Registration Certificate(copy enclosed)	
7	No of year experience in this area	
8	Bankers details	
9	PAN (Permanent Account Number) ( enclosed copy)	
10	GST Registration No. (enclosed copy)	
11	Provident Fund No. (Enclose copy)	
12	ESIC No. (Enclose copy)	
13	Contractor/Labour License No (Enclose copy)	
14	No Court Case Declaration:	
15	Work Experience of last three Financial Years Years in which at least one work experience of any Govt, Semi Govt Autonomous Bodies or Public Sector Organizations (Copy Attached) 1. Single work order of Rs. 50 Lakhs Per Annum(Attach work order copy) 2. 02 Work order of Rs. 25 Lakhs each per Annum(Attach work order copy)	
16	Performance certificate from client	

17	Copy of Financial Turnover(Rs.80 Lakh in each year) for last 03 year duly signed by Chartered Accountant			
18	DD.NO for EMD/ MSME Registration certificate			
19	Undertaking as per Annexure I	Enclosed/Not enclosed.		
19	Income Tax Return of the three A.Y (2017-18, 2018-19,2019-20) (copy enclosed)	2017-18	2018-19	2019-20
20	Profit Loss Account of Last three F.Y (2017-18, 2018-19,2019-20)	2017-18	2018-19	2019-20
	Balance Sheet of Last three F.Y (2017-18, 2018-19,2019-20)	2017-18	2018-19	2019-20

Note: Attach extra sheet if required.

Place:

Signature of Firm with seal

Date:

Office Seal



**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS) , Bhopal**

**E-Tender Notice No.CIPET/BPL/ADMN/20-21/20**

**RATE SCHEDULE  
To be submitted in Part-II (Commercial Bid)**

Tentative No. of Housekeeping Supervisors : 01  
Tentative No. of Housekeeping Personnel : 14  
Tentative No. of Gardner : 01  
Tentative No. of Gardner Personnel : 02

Description	House Keeping Supervisor (Skilled)	House Keeping Personnel (Unskilled)	Gardener (Skilled)	Gardner Personnel (Unskilled)
Wage per month as per M.P. Govt. minimum wages				
EPF as per Govt. rule				
ESIC as per Govt. rule				
Total				
Service Charges (In%) should not less than 1%				
Grand Total ( Per person/month)				

1. Latest minimum wages as notified by Government of Madhya Pradesh from time to time Government of Madhya Pradesh.
2. TDS shall be deducted as per prevailing rate from the monthly bill
3. The EPF , ESIC & GST will be paid as per Govt. Of India norms
4. Service charges will be paid only **on Basic minimum Wages** as notified by Govt. of Madhya Pradesh
5. The number of workers can be increased/decreased as per requirement of CIPET:CSTS ,Bhopal

Place:

Date:

Signature with Authorization Seal &  
With Address

**LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING**

(TO BE PRESENTED TO THE BID OPENING COMMITTEE)

To,

The Principal Director & Head  
CIPET:CSTS,  
G-Sector,  
Govindpura Indl. Area  
Bhopal

Shri.....whose specimen signatura is given  
below is hereby authorized to attend the bid opening on.....  
at.....

1. Specimen Signature

Of the person authorized  
To attend the Bid

2. Name.....

Signature of Bidder

Name:.....

Name of Firm:.....

.....

Date:.....

निविदाकर्ता द्वारा दिये जाने वचन प्रमाण पत्र

**UNDERTAKING BY BIDDER**

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET, Bhopal. I / We shall also intimate the name of the person(s), who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

I do not have any relation with the present housekeeping/other services agency for providing housekeeping services to CIPET:CSTS ,Bhopal

I agree that this tender/services can be cancelled/terminated at any state of tender process/during services by CIPET:CSTS, Bhopal management due to any wrong information given by me

My firm/agency committed to provide better housekeeping & Gardener services & follow all statutory requirement & norms (If selected)

(‘Near Relative’ means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date:.....

Name:.....

Address:.....

.....  
.....