

THE MAHARASHTRA STATE CO-OPERATIVE BANK LTD., MUMBAI
(Incorporating The Vidarbha Co-op. Bank Ltd.)
(Scheduled Bank)
REGIONAL OFFICE, NAGPUR
Tender Notice

We invited Sealed quotation for Housekeeping & Cleaning of premises of our Regional Office, Nagpur. Approx. of 45,000 Sq.ft. Area. On contractual of basis for a period of three years. (Renewable every year subject to the satisfactory performance under Two bid system.) Interested Service provider may submit their quotation as per the below mentioned procedure and schedule.

- A.** The tender shall be in two bid system. The tender should be submitted to The Manager, The Maharashtra State Co-operative Bank Ltd., Regional Office, Nagpur. During Office hours i.e. 10.15 am to 5.15 pm. (Monday to Saturday) except 2nd and 4th Saturday and Bank holiday **from 15.07.2021 to 04.08.2021.**
- B.** The tender form fee shall be Rs.500/-+ GST 18% Rs 90/- =Rs 590/- (Five Hundred Ninety Only) payable through Demand Draft of any Nationalised Bank favouring “ The Maharashtra State Cooperative Bank Ltd., Payable at Nagpur.
- C.** The Tender should have two sealed envelopes one marked **Part A-Technical Bid** & 2nd **Part B-Commercial Bid.** Both the envelopes should bear The Name, Address and Contact No. of the service provider while submitting the tender. Both the sealed envelopes shall be placed inside a larger envelope, super scribed ‘**TENDER FOR HOUSE KEEPING**’ with Address/Contact details of the party thereon.
- D.** The Tenders (Technical Bids) shall be opened on date 05.08.2021 on 3.00 p.m. at address in presence of representatives during opening of bids. The time of opening of Tender, representative should bring an authority letter in this regard.
- E.** The Commercial Bid of only those service providers shall be considered for further evaluation who would qualify in times of eligibility criteria specified. All relevant technical details to be duly fill in and supporting documents wherever required should be attached. The technical details shall be typed and presented in proper folder with Index.

- F.** Tender forms are available from date 15.07.2021 to 04.08.2021. During Office hours i.e. 10.15 am to 5.15 pm (Mon to Sat).(Except 2nd & 4th Saturday)
- G.** The scope of work would involve cleaning & wet mopping of floors, dusting of work stations, collecting and disposing of waste in municipal bins, cleaning of toilets & toilet fixtures, window glass, both from inside & outside telephones, lifts, walls, stairs carpets, sofas, chairs, pedestal fans, Venetian blinds, polishing of brass items, removing of cobwebs from ceilings, external cleaning of Atrium skylights glass, entrance glass canopy, ACP panels, Terrace cleaning etc. The work also includes engaging the services of personnel for miscellaneous office works or any other services assigned to them from time to time by the Bank.

The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and should enclose the copies of the following. -

- A.** License from Labour Commissioner to employ contract labour under the contract Labour Act.
- B.** Registration certificate under Employees Provident Act, with latest proof (Challan to be attached)
- C.** Registration under Employees State Insurance Act, with latest proof (Challan to be attached).
- D.** Latest Income tax clearance certificate and PAN Card of the Contractor to be enclosed.
- E.** Goods & Service Tax registration Copy.
- F.** Copies of audited Balance Sheets for the past 3 years.

The Bidders should have provided/providing similar services in offices of Commercial Banks, Government / Public Sector / Private organisation of reputed and large hotels, Commercial Complexes, autonomous bodies etc. The Bidder shall have good name, standard and professional reputation for performing similar job / assignment. In addition they should not have defaulted in providing similar services with MSC Bank or any other establishments. The Bidders should have proper tools & tackles for providing House Keeping Services at R.O. Nagpur.

For details please contact on following address

The Manager

The Maharashtra State Co-op Bank Ltd.

Regional Office, Nagpur

Dr. Dhananjayrao Gadgil Marg,

Mahal, Nagpur-440 032

Ph- 0712-2729096/97 ext. 316/317

Date: 14/07/2021