

No.24 / R.O. Kolhapur / E & M / /2019-20

Date :- 09.04.2019.

The Manager,  
I.T. Deptt.,  
Head Office,  
**Mumbai.**

Dear Sir,

**Sub : Publication of Tender Notice on bank web.site.**

Please find enclosed herewith tender notice proforma for tender notice regarding House keeping & cleaning service contract for building and premises of Regional Office, Kolhapur.

Kindly publish the same on 09.04.2019.

(Period - 09.04.2019 to 16.04.2019)

Thanking You,

Your's faithfully,  
Sd/-  
**Manager (Officiating)**  
Regional Office, Kolhapur.

**Encl : As above.**

**Copy for information :-**

Joint Manager, Estate & Maintainance Deptt., Head Office, Mumbai.

**Manager (Officiating)**

**THE MAHARASHTRA STATE CO-OP BANK LTD., MUMBAI.**

(Incorporating The Vidarbha Co-op. Bank Ltd.)

**REGIONAL OFFICE, KOLHAPUR.**

4<sup>th</sup> floor, Ayodhya Tower, Dabholkar Corner, Kolhapur - 416001.

e-mail : ro\_kolhapur@mscbank.com. Tel : 0231 - 2666792 / 93. Fax : 0231-2662708

**TENDER NOTICE**

We invite Sealed Two Bid (Technical & Financial) tenders to provide House Keeping & Cleaning Service Contract for Three Year at The Maharashtra State Co-op. Bank Ltd., Regional Office, Kolhapur. Interested Contractors should submit their proposal / offer at following address from dt.09.04.2019 to dt.16.04.2019 during office hours i.e. 11.00 am to 05.00 pm on Monday to Saturday on working days. Bank reserves the rights to accept or reject any tender. Tender form @ Rs.500/- (Non refundable) available at our following address.

**Required Staff : 01 Sweeper.**

**Manager (Officiating)  
Regional Office, Kolhapur.**

**ADDRESS :-**

The Manager,

The Maharashtra State Co-op. Bank Ltd., Mumbai.

(Incorporating The Vidarbha Co-op. Bank Ltd.)

Regional Office, Kolhapur.

4<sup>th</sup> floor, Ayodhya Tower, Dabholkar Corner, Kolhapur - 416001.

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## TERMS & CONDITION

- 1) The service Provider/s should be a Proprietorship Firm / Partnership Firm/ Pvt. Ltd., Company/ Public Ltd. company and should have proper Office infrastructure with in house permanent staff for office, administrative and Supervisory Duties at Kolhapur (Enclose details).
- 2) The Service provider/s should have been in the job of providing House Keeping & Cleaning Service for a minimum period of Three years.
- 3) The Service provider/s should have earned Net profit during the last Three financial years (Enclose Chartered Account Certificate with quantum of profit)
- 4) The service provider should submit an undertaking declaration that there is no legal dispute / any legal matter relating to the service, pending with any Honorable Court of Law and if there is/are such letegations then give details.
- 5) The Service Provider shall provide all the cleaning materials including disinfectants, equipments, tools etc. at his own cost required for the work. The Cleaning materials include the following items which shall be of standard quality and shall not pose any health hazard to the occupants.
  - i) Detergent / Dish Wash Liquid
  - ii) Naphthalene Ball
  - iii) Phenyl
  - iv) Bleaching Powder
  - v) Toilet Cleaner / Disinfectant ( I Harpic Brand)
  - vi) Liquid Hand Wash ( Life boy / Dettol Brand)
  - vii) Cleaning Dusters
  - viii) Soft Dusters
  - ix) Garbage Bags
  - x) Vacuum Cleaner

- xi) Brooms
  - xii) Mops
  - xiii) Buckets
  - xiv) Mugs etc.
  - xv) Any other Cleaning Material / items that may be required
  - xvi) Air freshener (Odonil Brand) etc.
- 6) The Service provider shall deploy only those persons whose police verification has been done as required by the police authorities. In case for any reason police Verification is not completed the copy of the relevant (duly acknowledge) application made to the police Authorities for verification should be available.
- 7) The Person/s attending to the cleaning job shall be in uniform supplied by the service provider and shall be in possession of the identity Card issued by the service providers/s on all working days.
- 8) The Service Provider/s shall deploy service personnel for the Housekeeping & Cleaning work of properties, Job requirements are indicated as under:-
- i) To attend to the regular cleaning of floors, lobbies, stores, gents/ ladies toilets etc,
  - ii) Initial daily cleaning job should be completed before arrival of staff i.e. before 10.00 a.m. hours every day. Other general cleaning can continue thereafter
  - iii) The Service Provider/s will be required to arrange for removing dead pests etc. as and when required.
  - iv) Carpets, Window Glasses, Plants etc. should be cleaned once in a week, preferably on Sunday.
- 9) The Service Provider/s will be required to nominate one/two of its personnel in each buildings as co-coordinator, who will be responsible for coordination with the Bank Authorities in the matter of housekeeping & cleaning in addition to performing housekeeping & cleaning service allotted to

- them. Such Coordinator/s will be required to report to the officer concerned, of having carried out proper cleaning work.
- 10) The bank shall be entitled to recover the cost of any damage/s caused to the equipment, furniture / fixtures due to the negligence of the cleaning staff.
  - 11) In case of any deficiency in service, the Bank will be entitled to levy damages as deemed fit or get the work done from any other person and recover the cost with penalty. The Bank's decision in the matter will be final and binding upon the service provider.
  - 12) The Service provider/s shall be required to maintain a register of attendance of personal deployed at our office. The Service Provider should also have adequate service personal and Back-up plan to cater to leave absence of Service Personnel deployed.
  - 13) The bill for the complete month should be submitted to the Bank latest by 7th of the next month.
  - 14) The Service Provider shall indicate all deductions, statutory and otherwise. The payment shall be made to the persons deployed for the service by 10th of the next month by the Service Provider.
  - 15) The Service Provider shall comply with the payment of wages and benefits as per Minimum Wages Act. applicable in the State of Maharashtra for this category of personnel i.e. Housekeeping & Cleaning staff.
  - 16) Depending of the Bank's requirements the Bank may ask the Service Provider to increase / decrease number of service personnel or discontinue any existing service or add new services for which payment of charges. If any will be decided accordingly with mutual consent.
  - 17) Termination of the Contract:- Either party can terminate the contract by giving one month's notice.
  - 18) Period of Contract:- Contactor should submit the quotation for three years contract..

- 19) Jurisdiction of Dispute Redresses - As dispute are subject to Kolhapur jurisdiction area.
- 20) The Service Provider shall be required to enter into an agreement with the Bank
- 21) Service Provider shall have record of the personnel deployed by him with their contact details such as Identity Card, Aadhar Card, Photograph Proof of address and contact No. This must be made available to the Bank as and when required.
- 22) The Service Provider submitting quotation for three years has to submit EMD of Rs.10,000/- payable through DD drawn on The Maharashtra State Coop Bank Ltd., or any Nationalized Bank favouring The Maharashtra State Co-op. Bank Ltd., payable at Kolhapur Demand Draft of EMD should be enclosed with the Technical bid. Bid not supported by EMD will be liable to be rejected. The demand draft of EMD deposited with tender will be treated as under :-
  - a) The EMD of those service provider/s whose bid will be found successful and awarded contract will be retained by the Bank for the continuance of the contract.
  - b) The EMD of bidders, whose bid will be found unsuccessful will be returned without any interest within one month of the process.
  - c) EMD of successful contractor will be forfeited who rejects the ordered work and will be black listed for next three years.
- 23) The Bank reserves the right to reject any or all the tender/s without assigning any reason.

### SCOPE OF WORK :-

The scope of work is detailed in the below mentioned table. The work shall need repetition / intermittent cleaning during the duty period to ensure that all areas of work remain clean during office hours.

Sr. No.	Description of Job be carried out	periodicity
1	Conference Rooms	weekly
2	Rest Room	daily
3	Floors	daily
4	Work Stations	daily
5	Table & Chairs	daily
6	Cabins	daily
7	Walls	daily
8	Carpet	daily
9	Sweeping & Mapping	daily
10	Doors	daily
11	Window	daily
12	Window Panels for inside	daily
13	Toilets (Gents & Ladies)	daily
14	Bath Room	daily
15	Wash Basins with platforms	daily
16	Dust Bins	daily
17	Drainage System for free flow of waste water	daily
18	Disposal of Dry Garbage	daily
19	Disposal of Wet Garbage	daily
20	Window Panels form outside & Grils	weekly
21	Terrece	Monthly
22	Carpet with Vacuum Cleaner	weekly
23	Clocks	weekly
24	Water Cooler	weekly
25	Photo Frames	weekly
26	Telephone	daily
27	Cupboard, Cabinets, Suck & Signboard	weekly
28	Fax Machine / Xerox Machine / Printer/ Ceilings	weekly

**TENDER FORM**

**"COMMERCIAL BID"**

A. Service provider/s are required to quote premises wise rates (                    )  
for House Keeping / Cleaning of properties.

Sr. No.	Name of Premises	Area (Sq. Ft.)	Rate (Per.Sq.Ft.)	Rate including Tax (One year)
1	Regional Office Kolhapur	5978.00		
	<b>Total -</b>	<b>5978.00</b>		



**TENDER FORM**  
**"TECHNICALBID"**

Sr. No.	Description of the Information	Details
1	Name of the Firm / Company	
2a	Status of the firm. (Whether Public Ltd., Co./ Private Ltd., Co./ Partnership, Firm / Proprietorship firm.)	
2b	Whether registered with Register of Companies, if so, number & date.	
3	Registered Address	
4	Telephone number	
5	Fax Nos. & mail ID	
6	Date of Establishment	
7	PAN Number, VAT Number	
8	Registration No. of the Firm with Labour Commissioner's Office.	
9	Provident Fund Registration No.	
10	ESIC Registration No.	
11	Name & details of Directors / Partners / Proprietor	
12	Company profile with year of establishment	
13	Registration with tax authorities (with copies of 3 years IT returns) 1. Income Tax No. 2. Sales / Commercial Tax No. 3. GSTN	
14	Name of the Bankers with address	
15	Turnover of the company. Please provide the details for the last 3 years ending (Certified copies of audited Balance Sheet and profit & loss account statement to be enclosed)	
16	Details of the works executed by the firm during last 3 Financial years (only those works to be mentioned which qualify the eligibility criteria) Copies of satisfactory work experience obtained from the employers to be enclosed	
17	Organizational set up and trained man power available (Enclose the chart)	
18	Details of litigation / arbitration cases resulting from the contracts executed by your firm in the past or currently under execution.	
19	Shop & establishment licence copy	
20	List of equipment's and Machineries	
21	Other information applicant might like to give in support of the application	

I/ we hereby confirm that there is no legal dispute / any legal matter relating to my/ our firm/ company, pending with any Honorable Court of Law. I read all the terms & conditions & are accepted by me.

**Note:-**

Please ensure that all columns are filled with relevant details and no column should be left blank in the absence of any of the required information the Bid of the Service Provider is liable to be reject , all relevant supporting documents should be enclosed in respect of each description of information.

Signatures :-

Name of the Signatory :-

Seal of the Firm / Company :-

Date :-

Place:-