



Central Bank of India
Central Office
16th Floor, Chandermukhi Bldg.
Nariman Point , Mumbai 400021

TENDER FOR HOUSE KEEPING (CLEANING ACTIVITY)

Phone: 66387586



INVITATION OF TENDER FOR HOUSE KEEPING (CLEANING ACTIVITY)

Central Bank of India, invites tenders for **House Keeping (Cleaning Activity)** of various premises of the Bank in Mumbai and Navi Mumbai. Interested Service Provider/s with requisite credential and experience may submit their tenders as per the under mentioned procedure, terms and conditions and schedule:

- A. The Tender shall be in **Two Bid** system. The tender document should be dropped in Tender Drop Box kept on 16th Floor, Chandermukhi Building of Central Bank of India, Central Office, Nariman Point, Mumbai. Bank shall not be responsible for any postal delays.
- B. The Tender Fee shall be Rs. 3,500/-, (Rs. Three Thousand five hundred Only) **non refundable** payable by Demand Draft of any Nationalized Bank, favoring Central Bank of India, payable at Mumbai.
- C. The Tender should have two sealed envelopes, one marked; Part A – Technical Bid (Annexure 'A', with eligibility criteria details) and the other marked Part B Commercial Bid (Annexure 'B'). Both the envelopes should bear the Name, Address, Mobile No. and e-mail of the Service Provider submitting tender. Both the sealed envelopes shall be placed inside a larger envelope, super scribed '**TENDER FOR HOUSE KEEPING(CLEANING ACTIVITY)**', with Address / Contact Details thereon.
- D. Date of Commencement of the Tender : Tuesday **31st January, 2017**.
- E. **Pre bid meeting** shall be held on **13th February, 2017** at 1500 hr. at General Administrative Department, 16th Floor, Central Office.
- F. The **Last date for submitting** the Tenders is **22nd February 2017** up-to 3.00 p.m. at the following address: Assistant General Manager-CSO, Central Bank of India, Central Office 16th floor, Chandermukhi Bldg., Nariman Point, Mumbai 400021.
- G. The Tender (Technical Bids) shall be opened on **22nd February 2017** at 15.30 hrs (3.30 pm, 16th Floor, Chandermukhi Building. Presence of representatives of respondents to the tender is welcome during opening of the bid. **The representative should bring an authority letter in this regard, in firms letter head duly signed with seal.**
- H. The Tender Forms could be downloaded from the website (www.centralbankofindia.co.in), the **Demand Draft for Tender Fee and EMD should be enclosed with Technical Bid.** Bid without Tender Fee shall be rejected.
- I. The Commercial Bid of only those Service Providers, who would qualify in terms of eligibility criteria specified shall be considered for further evaluation, All relevant Technical Details to be duly filled in and supporting documents, wherever required should be attached. The Technical Details shall be typed and presented in **proper folder with Index.**
- J. The date of opening of Commercial Bids shall be informed telephonically, depending on the outcome of finalization of Technical Bids.

- K. For details / clarifications please contact Mr. Yogesh on Telephone No. 66387586, on any working day between 10.00 a.m. & 4.00 p.m.

ELIGIBILITY CRITERIA FOR SUBMITTING TENDERS: -

1. The Service Provider/s should be a Proprietorship Firm / Partnership Firm / Pvt. Ltd. Company / Public Ltd. Company and should have **proper Office Infrastructure** and set up at Mumbai/ Mumbai Agglomeration. (**Enclose Details of office set up**).
2. The Service Provider/s should have been in the job of providing House Keeping for a minimum period of **Three Years as on 31st January 2017** (**Enclose Copy of Registration**).
3. The Service Provider/s should be providing House-Keeping Cleaning Services **at-least in three Public Sector Banks or Public Sector Undertakings or MNCs**. The contract should be in vogue as of **December 2016 with a minimum of Ten Service Personnel in one organization** [enclosed details of organization, duration of contract and number of the personnel deployed]
4. The Service Provider/s should have Minimum **Annual Turnover of Rs. ONE Crore** per annum, during each of the last three years i.e. Financial Years 2013 – 2014, 2014 – 2015 and 2015 – 2016 (**Enclose Chartered Accountant's Certificate with quantum of turnover during each year**).
5. The Service Provider/s should have earned Net Profit during the last Three Financial Years i.e. 2013 – 2014, 2014 – 2015 and 2015 – 2016 (**Enclose Chartered Accountant's Certificate with Quantum of Profit during each year**).
(In addition to CA's certificate, audited B/Sheet and P/L A/c for three years to be enclosed).
6. The Service Provider/s **should have registration** with the respective Regulatory / **Statutory Authorities** for carrying House Keeping –(Cleaning Services). The Service Provider/s shall be responsible for keeping the said licenses / permissions valid during the period of contract for House Keeping & Cleaning Services with the Bank. (**Enclose a statement indicating all relevant registrations with name of the authority issuing it, date of issue and, expiry date / validity with a copy of each registration**)
7. The service provider should **submit an undertaking** declaring that there is **no legal dispute** relating to the service provider, pending with any Honorable Court of Law or ALC. (**Enclose undertaking**) in the country.
8. The Service Provider should submit a **certificate of satisfactory service** from any one of the organizations where he is presently contracted. (**Enclose certificate**).

Terms and Conditions of Contract: -

1. The Service Provider shall provide at his own cost, all the cleaning materials including disinfectants, equipment, tools, vacuum cleaners etc. required for the work depending upon the area. The Cleaning materials include, the following items, which shall be, of standard quality and shall not pose any health hazard to the occupants:
Detergent / Dish Wash Liquid, Naphthalene Balls, Phenyl, Bleaching Powder, Toilet Rolls, Toilet Cleaner / Disinfectant (Harpic Brand), Liquid Hand Wash (Lifebuoy/Dettol Brand), Air Freshner, Cleaning Dusters, Soft Dusters, Garbage Bags, Vacuum Cleaner, Brooms, Mops, Buckets, Mugs any other cleaning Material ' items that may be required for efficient House Keeping services.
2. Firm/Company shall also furnish the Contract Certificate with deploy persons with the validity of six months.

3. The Service Providers/s shall deploy his personnel for the House Keeping & Cleaning work at various sites. As required by the Bank. Job requirements are as under :-
- i) Attend to the regular cleaning of floors, stairs, lobbies, conference rooms, pantry, stores, gents/ladies toilets, drainages etc.
 - ii) Initial daily cleaning job should be completed before arrival of staff i.e. before 0930 hours every day, other general cleaning can continue thereafter, during the period of duty allotted.
 - iii) The service provider/s shall deploy one/two personnel in each building, who in addition to the normal cleaning work, will attend to the work in late hours, for collection and final disposal of garbage, left over food articles etc. before closure of premises. Their duty timings should be set accordingly, preferably from 1.00 p.m. to 9.00 pm.
 - iv) The service provider/s shall be required to arrange for removing dead pests etc. As and when required.
 - v) Carpets, Windows Glasses, Venetian Blinds, Plants etc. should be cleaned once in a week, preferably on Saturdays after Office hours without disturbing the office routine.
 - vi) All dust/waste bins provided in the floors should be emptied in the evening and removed out of the building/premises.

SCOPE OF WORK:-

4. The work shall need repetition / intermittent cleaning during the duty period to ensure that all areas of work remain clean during office hours. All the works listed in Para 4 above shall be taken up on regular basis.

The Bank shall have the right to inspect duties being performed by the personnel, and the quality of materials used, to ensure that the Contractor is effectively carrying out the obligations under this Maintenance Contract. All questions relating to the performance of the obligations under this Maintenance Contract, and all the disputes and differences which shall arise either during or after the agreement period or other matters arising out of or relating to this agreement or payment to be made in pursuance thereof shall be decided by the Bank, whose decision shall be final, conclusive and binding on the Contractor.

The Bank may also require that the Contractor should get the quality and quantity of material used by him, and the jobs completed /executed by him, certified by an official of the Bank, before the bills related to those items/jobs are paid by the Bank.

- 5 Service Providers/s are required to quote premises wise separate rates for properties under Group 'A' i.e. Sr. No. 1 to 6/ Group B(B-3&B-4) and the Bank will select the L1 rate for each property and not a single uniform rate.
- 6 Properties under Group 'B' i.e. B-1 & B-2, B-5,B-6 and B-7 are Guest House / Transit Homes for which services will be required in round the clock i.e 24 X 7.
- 7 Properties under Group 'C' consist of Residential Properties / Flats, House Keeping/Cleaning of these will be required to be undertaken once in a week and the timings will be flexible as per the convenience of the occupants of the said flats / properties. This will have to be coordinated with the officer in charge.

- 8 In case of any deficiency in services, the Bank will be entitled to get the work done from any other person/contractor and recover the cost with penalty. The Bank's decision in the matter will be final and binding upon the Service Provider. The penalty shall be Rs.500/- per day/per person.
- 9 The Service Provider/s shall be required to maintain a register of attendance of personnel deployed at various sites. The Service Provider should also have adequate service personnel and Back-up plan to cater to leave/absence of personnel deployed.
- 10 The bill for the completed month should be submitted to the Bank latest by 7th of the following month.
- 11 The Service Provider shall issue individual wage slip to the personnel deployed and a consolidated statement shall be enclosed with the bill. The wage slip and statement shall indicate all deductions, statutory and otherwise. The payment shall be made to the persons deployed for the service by 10th of the subsequent month by the Service Provider without waiting for release of payment by the Bank. The Bank shall release payment within 03 working days on production of bills by the Service Provider.
- 12 The Service Provider shall comply with the Payment of Wages and benefits as per Minimum Wages applicable in the State of Maharashtra or Central Minimum Wages Act as applicable whichever is higher, for this category of personnel i.e. House Keeping and Cleaning Staff. Please note House Keeping personnel fall under the category of un-skilled and Supervisors in semi-skilled. The service provider shall pay the wages through "Account Payee" cheque, to the personnel deployed at our sites. They shall have their bank accounts with Central Bank of India.
- 13 Depending on the Bank's requirements the Bank may ask the service provider to increase / decrease number of service personnel or discontinue any existing services or add new services for which payment of charges, if any will be decided accordingly with mutual consent.
- 14 **Split Clause** :- Rates for the properties mentioned in Group 'A' and Group 'B' shall be considered individually i.e. separate for each property(A-1,A-2,A-3,A-4,A-6) B-1,B-2), whereas the rates for properties mentioned in Group 'C' shall be considered as one. The Bank at its discretion may award the contract to one or more Service Provider/s in case L-1, rate is matched by L-2 and L-3 including all terms and conditions. Ratio will be : **50:30:20**.
- 15 The Service Provider shall have record of the personnel deployed by him with their contract details such as Photograph, address and contact number. This must be made available to the Bank as and when required.
- 16 Tender documents should be duly stamped and signed by the authorized official of the firm.
- 17 The Tender cannot be sublet / transferred.
- 18 Incomplete tender and those which do not conform to the requirements of the invitation of the tender are liable to be rejected.
- 19 The personnel engaged on the House-Keeping & Cleaning job shall be in **uniform** and shall be in possession of identity card issued by service provider. They shall be medically fit and shall also have the protection gear while carrying out various services.
- 20 **Commencement Period**:- The work has to be commenced within 8 days (Mobilization period) from the date of Work Order. If the Contractor delays by more than 7 days over and above the specified time, the Bank is at the liberty to terminate the contract without giving any notice. Failure to commence the contract within the above period will lead to forfeiture of the EMD amount."
- 21 The contractor should ensure to comply with all the provisions of Labour Act/State/Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of various Labour and Industrial Laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, Gratuity, Insurance, ESIC etc. relating to workers provided to the Bank. The Bank shall

have no liability in this regard. The Contractor should obtain necessary labour license from statutory authorities for deploying man power.

- 22 All personnel provided by the Contractor will be on the payrolls of the Contractor/Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the Bank.
- 23 That the Contractor will not sub-contract or permit any other person to perform any of the work or services agreed to without prior permission from the Bank.
- 24 The Contractor shall ensure the availability of a reliever for weekly off and a substitute is provided if a person is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.
- 25 Contractor's personnel or their family members shall not be allowed to stay/reside at site.
- 26 The Document related to submission of EPF, ESIC salary paid etc. to the respective statutory bodies has to be submitted along with the next month bill to the SBLC for scrutiny.
- 27 **Safety, Security, Insurance etc.:** That the Bank shall not be liable for any compensation in case of any fatal injury/death caused to any other Contractor's employees while performing/discharging their duties/visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works.
- 28 In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- 29 The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises and externally for materials belonging to Central Bank at all times. The Contractor alone shall be fully responsible for safety and security and insurance or life insurance of their personnel who are working at site.
- 30 The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
- 31 The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, full body safety belts, ladders etc. are being worn by their workers while carrying out works.
- 32 The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.
- 33 The Contractor shall ensure that necessary tools and equipment are always available at site for the purpose of attending repairs on emergency basis. All the tool kits and meters should be of an ISI marked wherever applicable and the required numbers are to be made available by the Contractor.
- 34 All Contractor personnel will be subjected to a thorough physical checking while coming and leaving the premise. Those persons so deputed will sign in the Register for arrival and departure at the site and the registers should be made available to the Bank for verification.
- 35 The contractor has to provide minimum two sets of First Aid kits at site. The contractor has to ensure that all the items in the kit are within the valid usable date.

Termination of the Contract: -

In the event of Service Provider committing a breach of any of the terms and conditions of the tender, the Bank reserves the right to **terminate the contract with one month's notice**. However, in case the contractor wishes to terminate the contract, **he shall give 3 months notice in advance to the Bank** to enable the Bank to make alternate arrangements.

- 36 **Tenure of the Contract:** - The contract shall be valid for an initial period of one year. The same could be renewed for further period upto maximum of three years on mutual consent strictly based on performance and compliance to all statutory requirements.
- 37 **Jurisdiction of Dispute Redressal:** All disputes are subject to Mumbai Jurisdiction Area.
- 38 The Bank reserves the right to reject any or all the tender/s without assigning any reason. There shall be no compulsion of the Bank to accept the lowest offer.
- 39 Service Provider shall be required to enter into an agreement with the Bank within one month of issuing the contract letter. Till the time, the agreement is signed, the terms and conditions contained in the tender shall constitute agreement between the two parties. It will be the responsibility of the contractor to prepare all relevant documents of agreement (**draft agreement shall be provided by the Bank**) including the stamp fee.
- 40 EMD – The Contractor has provide Earnest Money Deposit Rs.25,000/- (Rs. Twenty Five Thousand only) payable through Demand Draft of any Nationalised Bank, favouring Central Bank of India , payable at Mumbai alone with the Technical Bid,. Separate Demand Drafts of Tender Fee and EMD should be enclosed with the Technical Bid EMD& Tender Fee should be valid for a period of 90 days from the date of opening of Tender. Tender not supported by Tender Fee and /or EMD is liable to be rejected. Tender Fee of Rs. 3500/- (Rs. Three Thousand Five Hundred Only) is non-refundable. The demand drafts of EMD deposited with tender will be treated as under:-
- a. The EMD of those service provider/whose BID will be found successful and awarded contract will be retained by the Bank for the continuance of the contract till Security Deposit is provided.
 - b. The EMD of the bidders, whose BID will be found unsuccessful will be returned within one month of completion of the process.
- 41 **SECURITY DEPOSIT :**
The successful bidder/s will have to give a Performance Bank Guarantee (PBG) **Rs. 100,000/-** (Rs. One Lakh Only) having validity of **one year (duration of contract) plus 2 Months** with Nariman Point Branch of Central Bank Of India. In case the contract is further extended beyond the initial period of one year, the PBG will have to be accordingly renewed by the successful bidder. After submission of the Performance Bank Guarantee by the successful bidder, the EMD shall be released. Please Note, the PBG should be submitted within 15 days of award of the contract.
- 42 The books of accounts shall **be available for verification by the Auditors** of the Bank.
- 43 The proprietor / contractor's authorized representative shall meet the Officer in charge House Keeping of the Bank once in a month to discuss House Keeping related matters viz. improvements required, problems being faced etc.
- 44 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 housekeeping staff, from wages payable to the contractor.
- 45 **NEGLIGENCE AND INDEMNITY**
- a) If the contractor neglects to execute the work with due diligence as per schedule or refuses or neglects to comply with the terms of contract or contravenes the provisions of the contract, the bank may give notice in writing to the contractor calling upon him to make good the failure, neglect or contravention within such time as may be reasonable and in default of the said notice, the bank shall have the right to cancel the contract holding the contractor liable for the damages that the bank may sustain/incur. Thereafter the bank may make good the failure at the risk and cost of the contractor. The contractor assumes responsibility for and shall indemnify the bank from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees

and court costs which may be required with respect to any breach of the contractor's obligations under the contract or any other statutory violations.

- b) In case of any deficiency in services, the Bank will be entitled to get the work done from any other person/contractor and recover the cost with penalty. The Bank's decision in the matter will be final and binding upon the Service Provider. The penalty shall be Rs.500/- per day/per person.
 - c) The bidder shall keep confidential any information obtained under the contract and shall not divulge the same to any other person without consent in writing by Central Bank of India. In case of non-compliance of the confidential agreement, the contract is liable to be cancelled by Central Bank of India. Further, Central Bank of India shall have right to regulate Bidder staff.
- 46 The Contractor shall comply with all the statutory obligations of the Government of India/State Governments/Municipal Authorities and local authorities applicable and the Bank shall not be liable for any action under states applicable due to non-fulfillment of statutory obligations by the Contractor.

ARBITRATION

- 47 Any arbitration arising in this contract, in case of failure of amicable settlement between the parties, then either party may within 28 days of such failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. The venue for such arbitration shall be Mumbai. Any fees payable to the arbitrator, shall be equally borne by both the parties

FORCE MAJEURE

- 48 If at any time during the currency of the contract, the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of god, Public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc. then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall be terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist. If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

LIQUIDATION, BANKRUPTCY ETC.

- 49 If the contractor becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for his business or any assets thereof, compounded with his creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a receiver for the benefit of its creditors, the bank shall be at liberty to:

Terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the contractor or to the receiver or liquidator or to any person in whom the contract may be vested

OR

Give such receiver, liquidator or other person the option of carrying out the contract subject to his providing guarantee for the amount to be specified by the bank.

COMPLETENESS

Any other services which might not have been specifically mentioned in this contract but are necessary for the performance or completeness of the contract shall be provided/rendered by the contractor.

Col. A.K. JHA-(Retd.)
Assistant General Manager – CSO

Details of Group ‘A’ Properties (Commercial / Office Properties) :Where House Keeping/Cleaning , has to be done on daily basis:-

Sr. No.	Description of the Property	Description of the Floors	Area Sq. Ft.	Total Built up Area Sq. Ft.
A-1	Chandermukhi Building, Nariman Point, Mumbai – 21	Ground floor	10182	67989 (Carpet Area)
		Floor No. 4	6415	
		Floor No. 5	6415	
		Floor No. 9	6400	
		Floor No.10	3310	
		Floor No.11	6400	
		Floor No. 12	6415	
		Floor No. 14	6415	
		Floor No. 15	3207	
		Floor No. 16	6415	
		Floor No. 17	6415	
A-2	Bajaj Bhawan, Nariman Point, Mumbai	First Floor	12488	12488
A-3	Central Bank MMO Builindg	Floor No. 1		

	M.G. Road Fort, Mumbai	Floor No. 2	Separate details Not available	81538
		Floor No. 4		
		Floor No. 6		
A-4	Central Bank Building, Plot No. 26, Sector 11, Opp. Belapur Railway Station (E), CBD Belapur, Navi Mumbai	Basement	12855	67065
		Ground Floor	12238	
		Floor No. 1	10492	
		Floor No. 2	10493	
		Floor No. 3	10493	
		Floor No. 4	10493	
A-5	Central Bank Building, NCL society Building, Bandra Kurla Complex, Mumbai	Floor No. 2	5696	11392
		Floor No. 3 (MSRO)	5696	
A-6	Central Bank of India, Sir Sorabjee Bhawan, Fort	Ground Floor	7221	14442
		Third floor	7221	

Details of Group 'B' Properties (Guest House / Transit Home/Staff Quarters) where caretaker services including House Keeping / Cleaning, has to be done on daily basis:-

Sr. No.	Description of the Property	Description of the floors/Flats	Area Sq. Ft.	Total Area Sq. Ft.
B-1	Transit Home situated at Ewart House, Fort, Mumbai	Floor No. 4	1944	1944 (Carpet Area)
B-2	Mandvi Guest House situated at C/o The Khanmahamed Habibbhai	Floor No. 2	5000	5000

	Educational Trust, 170, Hazrat Abbas St. Mumbai			
B-3	Central Apartment(Staff – Residential Quarter) Vile Parle East Mumbai	Staircase /Ground surrounding area etc.	45000	45000
B-4	Cent Pearl (Staff- Residential Quarers) CBD Belapur, Navi Mumbai	Staircase/Ground Surrounding Area etc.	76400	76400
B-5	Sterling Apartment	One Resd Flat		
B-6	Jolly Maker I B/152	One Resd.Flat		
B-7	Jolly Maker B-93	One Resd. Flat		

Details of Group 'C' Properties (Residential Properties), where House Keeping/Cleaning, has to be done on weekly basis :

Sr.No.	Description of The Proeprty	Description of the floors/Flats	Area Sq. Ft.	Total Area Sq. Ft.
C-1	Two residential Flats situated at Jolly Maker III,Cuffe Parade, Mumbai	Flat NO 14-A	1295	2645(Carpet Area)
		Flat No.122-A	1350	
C-2	Two Residential Flats situated at IRIS Aparatments, Cuffe Parade, Mumbai	Flat No.34	1360	2720 (Built Up Area)
		Flat No.46	1360	

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 to be carried out	Periodicity
	Cleaning work of	
1	Auditorium / Conference Halls	Daily

2	Conference Rooms	Daily
3	Floors	Daily
4	Work Stations	Daily
5	Tables	Daily
6	Cabins	Daily
7	Walls	Daily
8	Carpet	Daily
9	Doors	Daily
10	Windows	Daily
11	Window Panes from Inside	Daily
12	Pantry / Lunch Room	Daily
13	Toilets	Daily
14	Bath Rooms	Daily
15	Wash Basins with platforms	Daily
16	Lift Lobbies	Daily
17	Dust Bins	Daily
18	Drainage System for free flow of waste water	Daily
19	Disposal of Dry Garbage	Twice-Daily
20	Disposal of Wet Garbage	Twice-Daily
21	Window Panes from outside	Weekly
22	Venetian Blinds	Weekly
23	Artificial Plants	Weekly
24	Mandvi Godown	Weekly
25	Carpet with Vacuum Cleaner	Weekly

“TECHNICAL BID”

Serial No.	Description of the Information	:	Details	
1.	Name of the Firm / Company	:		
2	Status of the firm (Whether Public Ltd. Co. / Private Ltd. Co. Partnership Firm / Proprietorship Firm)	:		
3	Address with Telephone/Mobile Nos./ and E-mail	:		
4	Names of Directors / Partners / Proprietor	:		
5	Mobile Nos.	:		
	Fax Nos.	:		
6	Date of Establishment	:		
	Date of Registration	:		
7	Name and address of the Banker/s	:		
8	Minimum Turnover of Rs.One Crore per annum & Profit figures for last 3 years (Enclose Final Accounts vis B/sheet and P/L A/c statement and Chartered Accountant's Certificate)	:	Turnover	Net Profit
	Financial Year 2013 – 2014	:		
	Financial Year 2014 – 2015	:		

	Financial Year 2015 – 2016	:		
9	Registration with Labour Commissioner	:		
10	Provident Fund Registration No.	:		
11	ESIC Registration No.	:		
12	Permanent Account No. of Income Tax Furnish copies of Income Tax Clearance Certificate	:		
13	Service Tax Registration No.	:		
14	Details of House Keeping-Cleaning contracts, where contract exists (as on the date of tender) for: - PSB/ PSU/ MNCs			
	Name of the PSB/PSU/MNC		Duration of Contract	Monthly Value of the services
	1.			
	2.			
	3.			

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 / ALC in the country..

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 rejected. 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 and Place:

ANNEXURE – B

“COMMERCIAL BID”

- A. Service Provider/s are required to quote premises wise separate rates for daily House Keeping/ Cleaning of properties under Group ‘A’ i.e. Sr. No. A-1 to A-7 in the Teneder. Rates per month to be quoted separately for each property under group ‘A’ mentioned hereunder:**

Sr. No.	Description of the Property	Area Build Up Sq Ft.	No of Semi-Skilled Supervisor	No of Un-Skilled Persons required	Amt. for semi-skilled Supervisor Per Month	Amount for Un-skilled Person per Month
A-1	Chandermukhi Building, Nariman Point, Mumbai	67989	1	19		
A-2	Bajaj Bhawan, Nariman Point, Mumbai	12488	--	03		
A-3	Central Bank of India, MMO Bldg, MG Road, Fort, Mumbai	81538	1	5		
A-4	Central Bank Bldg.Plot CBD Belapur,Navi Mumbai.	67065	1	11		
A-5	NCL Society Bldg. BKC, Bandra Mumbai	11392	00	02		
A-6	Central Bank of India, Sir Sorabjee Bhawan,Fort	14442	00	02		

B. Service Provider/s are required to quote premises wise separate rates for 24X7, daily House Keeping & Cleaning, of properties under Group 'B' i.e. Serial No.B-1 and B-2 in the tender. Rates per month to be quoted separately for each property under 'B' mentioned hereunder :-

Sr. No.	Description of the Property	Area Build Up Sq Ft.	No of Semi-Skilled Supervisor	No of Un-Skilled Persons required	Amt. for semi-skilled Supervisor Per Month	Amount for Un-skilled Person per Month
B-1	Transit Home situated at Sir Sorabji Bhavan, Fort, Mumbai	1944	00	01		
B-2	Mandvi Guest House situated at C/o Trust, 170, Hazrat Abbas St. Mumbai	5000	00	01		
B-3	Central Apartment(Staff – Residential Quarter) Vile Parle East Mumbai	45000	00	02		
B-4	Cent Pearl (Staff-Residential Quarers) CBD Belapur, Navi Mumbai	76400	00	03		
B-5	Sterling Apartment	One Resident flat 24X7	00	01		
B-6	Jolly Maker I B/152	One Resident Flats 24X7	00	01		
B-7	Jolly Maker I B-93	One 24X7	00	00		

C. Properties under Group 'C' i.e. Sr. No. C-1 to C-4, constitute only one set of residential flats / properties and the Service Provider/s should submit their tender for daily caretaking/ House Keeping / Cleaning, treating it as one deal.

Sr.No.	Description of The Proeprty	Total Monthly Amount
C-1	Two residential Flats situated at Jolly Maker III,Cuffe Parade, Mumbai	
C-2	Two Residential Flats situated at IRIS Aparatments, Cuffe Parade, Mumbai	

NOTE : The rates shall be including cleaning material cost and excluding Service Tax and shall be quoted in letters & words. The rates should be typed or written in ink. All the alternations / erasures should be duly authenticated.

Signatures: -

Name of the Signatory: -

Seal of the Firm / Company

Date:

Place: