

**NOTICE INVITING LIMITED TENDER**

No. MMTC/RO-VIZAG/ADMN/2018-2019.

Dt. 05.11.2018

1.	Name of the Work	:	Housekeeping Services at MMTC Limited, MMMTC Bhawan Visakhapatnam-530035, Andhra Pradesh
2.	EMD	:	Rs.10,000/- (Ten thousand only) in the form of DD in favour of MMTC Ltd, payable at Visakhapatnam. Or by electronics fund transfer (payment details given in details).
3.	Commencement of Work & period of Contract	:	1 <sup>st</sup> Dec 2018 onwards for 2 years.
4.	Last date & time for receipt of tender	:	Till 14:00 hrs. on 16 <sup>th</sup> Nov 2018
5.	Opening date & Time of Tender	:	At 15:30 hrs. on 16 <sup>th</sup> Nov 2018
6.	Contact & Address for communication	:	Mr. J. K. Rao, DGM (Admin) MMTC Limited, Port Area, Visakhapatnam-530035
7.	Mode of Submission	:	Sealed envelopes as per terms given.
8.	Tenders received after 14:00 hrs. as on date 16-11-2018 will be treated as late and are liable to be ignored summarily.		
9.	Price bid will be opened only for the technically qualified bids.		
10	LIMITED TENDER SC/ST organizations /firms / parties with registration from appropriate authorities are required to participate in this tender (not for others).		

J K RAO  
DGM (ADM)

**Details of Notice Inviting Limited Tender  
for House Keeping Services**

No. MMTC/RO-VIZAG/ADMN/2018-2019

Dt 01-11-2018

MMTC Limited, A government of India Enterprise intends to invite in the prescribed proforma given below for tenders from the registered agencies for providing services of the following housekeeping services at its Regional Office, MMTC Bhavan Port Area, Visakhapatnam-530035.

**Number of Personnel Required:-**

Total 5 (Five) personnel required, that includes at least 4 (Four) Safai Karmchari.

**SALIENT FEATURES: -**

1. Offer submitted in the prescribed proforma only and should be competitive / reasonable. It should be inclusive of statutory liabilities/taxes and the management will not pay any amount other than the amount stipulated except when statutory payments are revised by the government. In such case, proof of relevant notification will be submitted by the housekeeping agency for sanctioning of revision claim.
2. Terms and conditions which form crucial part of the tender are enclosed as Annexure-A, which should be submitted along with the proforma duly affixing signature on all pages.
3. Along with the tender, EMD for Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD drawn in favor of MMTC Ltd., payable at Visakhapatnam shall be submitted.
4. Tenders not accompanying by EMD, shall be rejected. The EMD of the successful tenders will be converted into security deposit and will be payable within 15 days after expiry of the contract. The EMD will not carry any interest. The EMD of unsuccessful tender shall be refunded to them within 15 days of opening of Bid.

5. The Details for payment is given below

Bank name	A/c Name & No.	IFSC Code
SBI	MMTC Ltd. No. 10308090583	SBIN0014407

6. MMTC reserves the right to reject any or all offers received and may cancel the tender at its discretion. Interested parties may send their offer in accordance with the above, in a sealed cover addressed to Sri. J. K. Rao, DGM (Admin), MMTC Ltd, MMTC Bhavan, Port Area, Visakhapatnam-530035.
7. The bidders shall affix their signature on all tender papers without fail. Bidders are required to submit one sealed envelope containing two envelopes for "Technical Bid" and "Price Bid" duly superscribing "**TENDER FOR HOUSE KEEPING SERVICES**" and put in the tender box, placed at MMTC Ltd., Vizag office as address given above.
8. All the offers received within the stipulated date and time will be opened on the same date i.e. at 15:30 hrs. on 16-11-2018 hrs. Interested bidders may present themselves for witnessing the same.

SIGNATURE OF TENDERER WITH SEAL

**TERMS AND CONDITIONS.**

1. Daily Working Timings: 07:30 Hrs. to 17:30 Hrs.
2. The House Keeping agency will arrange for surprise inspection of the premises for a minimum 4 times in a month to ensure that the housekeeping personnel deployed does their assigned work properly.
3. Bills for monthly payment must submitted by the housekeeping agency on or before 5<sup>th</sup> of the succeeding calendar month along with copy of ECR for deposit of PF, ESL Copy of Society Registrar signed by the employees deployed in MMTC by indicating the allotted PF No. also required to be submitted with the bill which shall be cleared by the office within 5 working days. Such bills shall be in working days subject to satisfactory performance of the duties assigned.
4. The housekeeping agency shall engage its own housekeeping personnel for providing housekeeping services at MMTC Bhavan, Visakhapatnam/MMTC. The housekeeping agency should instruct its personnel that they should not divulge/Involve or make known any trust, accounts, matters, transactions or business affairs handled by MMTC or related information to any person/persons /organizations which may be detrimental to or jeopardize the interest of MMTC and shall maintain order of trust and confidence.
5. There is no relationship of master and servant between MMTC and housekeeping agency or between the MMTC and the housekeeping personnel engaged by the housekeeping agency. The housekeeping personnel engaged by the housekeeping agency will have no right or claim of whatsoever nature against MMTC.
6. The housekeeping agency shall provide all necessary good quality of housekeeping materials to the housekeeping personnel and the housekeeping personnel will use them for housekeeping works only. A separate space or cupboard will be provided to keep the housekeeping material safe.
7. Payment of wages of engaged laborer's by the housekeeping agency: The agency shall pay to the Labour engaged by him in connection with work directly wages, not less than the minimum fixed by the CENTRAL/STATE Government under Minimum Wage Act, 1946, as amended and shall duly and properly comply with or ensure compliance with all legislation laws, rules or regulations relating to the Employment

of Labor. The Agency shall be liable for any damage or loss caused to the MMTC by violation of the provision of this clause, or Any violation of this clause also is deemed to be breach of Contract. If the Employer is called upon to make any payment towards wage etc of the Labor employed by the Agency, the same will be done from the outstanding payment or against pending future bills of the Contractor. The wages will be disbursed to the workers in the presence of nominated official from Administration Division.

8. The housekeeping agency shall follow and abide by the legal formalities including the employment and working conditions for the housekeeping personnel engaged by them. The provision of EPF, ESIC, AETS, GST applicable, Service Tax, Payment of wages Act, Contract Labour regulation and abolition act and all other provisions of Labour laws as may be applicable from time to time and shall comply with all statutory obligations.

The housekeeping agency shall maintain all the records as required under various statutes such as payment of wages act, central labour act, workmen compensation act, ESI act EPF act and any other similar act in force for the period under the agreement which is applicable to them. The housekeeping agency shall obtain necessary permission, licenses and make necessary deposits as may be required from time to time in this regards at their own cost to the statutory authorities. The housekeeping agency shall also forward every month copies of challans along with a statement of proof of deposit of EPF and ESI contributions pertaining to the housekeeping engaged by the housekeeping agency at MMTC Bhavan, Visakhapatnam. As per EPFO circular Agency should comply with the followings: -

- a. Proof of payments of employees under the PF code allotted to the agency along with copy of ECR and E-Challan in respect of each employees showing PF wages and contribution GST paid receipts etc.
  - b. Copies of salary/wage register signed by the employees indicating PF account number.
9. Compliance of Labour laws: The contractor is responsible for compliance of the points given below:

It shall be the sole liability of the contractor (including the contracting firm/ company) to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities as provided under the provisions of the contract Labour (Regulation & Abolition) Act 1970.

The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and

Miscellaneous Provisions Act, 1952., the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workman Compensation Act, 1923.

The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of MMTC. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7<sup>th</sup> of the following month in the premises of MMTC in presence of MMTC officials. The contractor shall be directly responsible and indemnify the company against all charges, dues, claims, etc, arising out of the disputes relating to the dues of personnel deployed by him.

10. The housekeeping personnel provided by the agency shall be physically fit.
11. The housekeeping agency shall remove and replace any of the housekeeping personnel on whom the organization loses confidence and/or considers not suitable for any reason whatsoever and the organization need not disclose the reason for the same if it is considered that it will be against the interest of the organization at the discretion of the organization.
12. MMTC Limited reserves the right to award a contract to any other housekeeping agency or any person or persons or to their employees directly at its discretion in addition to or as replacement to the services of the housekeeping agency by giving one month advance notice without paying any compensation to the housekeeping agency.
13. The housekeeping provided by the housekeeping agency shall perform their duties punctually with due diligence and perform all such duties as are required by them. They shall also comply with the instruction given to them by the concerned officers of MMTC from time to time.
14. The housekeeping agency shall be fully responsible for any liability arising under the Workmen' Compensation Act/ESI act or for any accident or injury caused to the housekeeping personnel provided by the agency and MMTC shall not be responsible for the same. The housekeeping agency shall also be responsible for any liability arising under PF act or contract labor (Regulation & Abolition) act or any other act as applicable in respect of the persons provided to the MMTC by them. In the event of the organization made liable or is made to pay any amount or to pay any such claim or demand for any reason,

MMTC shall be entitled to adjust the same from the bills payable to the housekeeping agency or from any such dues by the organization to the full extent

15. **ANNEXERE "A" TECHNICAL BID**

The tender participant is required to submit copy of the following documents along with the technical bid.

1. Copy of Registration certificate of the firm.
2. Copy of GST Registration Certificate.
3. Copy of PAN.
4. Copy of Work experience certificate in related House-keeping services of reputed organization.
5. EMD amount of Rs.10,000/- in shape of DD in favour of MMTC Limited payable at any nationalized bank, Visakhapatnam.
6. Bank particulars
7. Copy of MSME registration for fee exemption purpose
8. Arbitration cases pending if any for the last 5 years.
9. Tenderer details

## 16 ANNEXERE: "B" PRICE BID

<b>Annexure - B, PRICE BID</b>		
<b>Sl. No.</b>	<b>Particulars (per person per month basis)</b>	<b>Rate in Rs.</b>
1	Minimum wages (Basic+VDA) as per act	
2	EPF Contribution	
3	ESI Contribution	
4	<b>Gross Wages (1+2+3)</b>	
5	Administrative/Service charges of the service provider	
6	Charges in Percentage	
7	<b>Total (4+5)</b>	
8	CGST	
9	SGST	
10	<b>Total Charges per Person per month (7+8+9)</b>	

17. **Bidder/Agency's Profile**

SNo.	Particulars	Details
1.	Name of the Company	
2.	Address for correspondence (proof to be enclosed)	
3.	Name of the Contact Person, Signing Authority	
4.	Contact Details: Tel/Mobile No: E-mail Address: Website:	
5.	Current License from RLC	
5.	Company/Firm Registration No. (proof to be attached)	
7.	PF & ESI Registration Nos:	
8.	PAN & GSTIN	
9.	EMD Details	
10.	Work Experience in Govt./Semi. Govt./PSU	
11.	Annual Turnover for the last Three financial years	
12.	Bank Details	
13.	Solvency Certificate from Bank	
14.	Three Years IT Returns	
15.	Self certification that the Agency has never been blacklisted by any Govt. Organization	
16.	Any other document	

Note: Self attested supporting documents are to be attached

Full Name, Designation and signature of the Authorized Signatory:  
(With seal of the Company)

18. In the event of any doubt regarding the terms and conditions/formats, the person concerned may seek clarifications from the authorized officer of MMTC, whose details are as follows: -

Sl No.	Name	Phone	Mobile
1	Mr. J K Rao, DGM	+91 891 2562108	+91 9866559936
2	Mr. Arnab Chakma, AGM	+91 891 2561761	+91 7330886635

E-mail: [jkrao@mmtclimited.com](mailto:jkrao@mmtclimited.com) or [chakma@mmtclimited.com](mailto:chakma@mmtclimited.com)

19. Incorporation of fraud prevention policy: All the bidders /service providers shall be required to certify that they would adhere to The fraud prevention policy of MMTC and shall not indulge or allow other services (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of fraud/suspected frauds as soon as it comes to their notice concealment of facts regarding their involvement in fraudulent activities in connection with the business transactions of MMTC is liable to be treated as a crime and dealt with by the procedure of MMTC as applicable from time to time.
20. The House keeping agency, shall reimburse such amount together with all legal expenses with 18% interest to the organization. The housekeeping agency shall fully indemnify the organization from the claims of the aforesaid claims. An undertaking to this effect shall be submitted or included in this contract.
21. It is the responsibility of the housekeeping agency to ensure alternate arrangement in case any housekeeping person does not turn up on time or when a housekeeping person on duty fall sick etc. If the housekeeping agency fails to provide housekeeping person in any time as above for any reason, the housekeeping agency shall be liable to pay a penalty to the organization at the proportionate rate of absence as communicated by MMTC.
22. MMTC has the right to terminate the agreement with the housekeeping agency by giving one month's notice.
23. The housekeeping agency will be responsible for successful completion of the contract and in the event of breach of any of the terms or conditions of this agreement, MMTC shall be at liberty to terminate the agreement forthwith without any notice and without any compensation.

24. The period of contract shall be initially for a **period of TWO years** from the date of agreement in this regard extendable to another ONE year after satisfactory completion of contract.
25. Security Deposit amount equivalent to TWO MONTHS payment to be submitted by the successful tenderer. EMD amount already paid can be adjusted in the total amount.
26. Any clarifications/disputes arising out of or relating to any points or clauses of this agreement including interpretation of terms if any, shall be resolved through joint discussion of the authorized representative(s) of both the parties. However, the decision(s) of the General Manager, MMTC Limited, Visakhapatnam, would be final and binding
27. All the tender documents to be signed by the tenderer.

(J K Rao)  
DGM (Admin)