

Punjab Remote Sensing Centre (PRSC)

Tender for Outsourcing of Housekeeping and Gardening of PRSC Campus located in PAU, Ludhiana

Date of Issue of Bid Documents	:	23 rd July, 2019
Last Date of Issue of Bid Document	:	9 th Aug, 2019 upto 04:00 pm
Last Date for submission of Bid	:	16 th Aug, 2019 upto 11:00 am
Date of opening of Commercial Bid	:	16 th Aug, 2019 at 03:00 pm



Punjab Remote Sensing Centre (PRSC)

(A Punjab Govt. Enterprise)

An ISO 9001: 2015 Certified Organization

PAU Campus, Ludhiana, Punjab (India) – 141004

Phone: 91-161-2303484

TeleFax: 91-161-2303483

Email: contact@prsc.gov.in
contact@prsc.gov.in

**PUNJAB REMOTE SENSING CENTRE
(A Govt. Of Punjab Enterprise)
PAU CAMPUS, LUDHIANA
Phone No: 0161-2303484, Fax No: 0161-2303483**

Tender Notice

Tender No: Tender/PRSC/2019-20/0003

Sealed Tenders are invited for Outsourcing of Housekeeping and Gardening of PRSC Campus located in PAU, Ludhiana

Detailed tender document containing terms & conditions may be down loaded from website www.prsc.gov.in. The date of issue of bid documents is 23th July, 2019 and closing on 16 August, 2019. The last date for submission of bid document is 16-08-2019 upto 11:00 AM at the aforesaid address.

The commercial bid will be opened on 16-08-2019 on (03.00 pm) at Punjab Remote Sensing Centre committee room.

DIRECTOR

Tender Document
for
Outsourcing of Housekeeping and Gardening of PRSC Campus located in PAU, Ludhiana

Tender No: Tender/PRSC/2019-20/0003

Tender No.	EMD	Bid Document Cost (Non-Refundable)	Last Date and Time for Bid Submission	Date & time of Commercial Bid Opening
Tender/PRSC/ 2019-20/ 0003	Rs.3,000/-	Rs.500/-	16-08-2019 upto 11:00 am	16-08-2019 at 03:00 pm

Director

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A. Eligibility Conditions for Bids

1. The tenderer should be in existence in Manpower Outsourcing Business for atleast last 2 years. Certified Copy of Registration No.\Certificate of Incorporation and Memorandum and Articles of Association of the party/ firm as may be the case, should be attached.
2. The tenderer should have successfully completed similar works during last 1 year ending 31.03.2019 with an average annual turnover of Rs. 2 Lakh per annum.
3. The tenderer should have an experience of providing minimum 10 persons in similar categories in Government/Semi-Government/ Public Sector Undertaking, reputed Pvt. firms. Please attach allotment letters, relevant certification & satisfactory completion certificates.
4. The tenderer should have office in Punjab (preferably Ludhiana) or Tri-city (Chandigarh/Mohali/Panchkula). The tenderer should clearly indicate the complete addresses of Office, Branch Offices and name of proprietor/MSP/director as may be the case.
5. The tenderer should attach certified copies of Registration Number of State Govt GST No., EPF, ESI, License issued under Contract Labour (R&A) Act, 1970, Income Tax Permanent Account Number etc., or any document applicable to provide manpower in similar organization.
6. Tenderer must give undertaking that "I/We have not been blacklisted or barred by any Centre Govt./ State Govt./ and agency of Centre/State Govt. for any reason".
7. The tenderer must pay bid document cost of Rs.500/- (Rupees Five Hundred Only) and Earnest Money Deposit (EMD) of Rs.3,000 (Rupees Three Thousand) along with the bid, else the bid will be rejected.
8. Consortium shall not be allowed for tender participation.

B. General Terms & Conditions

1. The Earnest Money of tenderers whose tender are not accepted, will be refunded after finalization of the bid process.
2. The Earnest Money of the successful tenderer will be deemed as security money for the performance of the services.
3. After opening the tender no correspondence/ discussion/ visits whatsoever will be entertained on the subject unless specifically asked for by this office. Violation of this will render the tender invalid and firm is liable to be blacklisted.
4. Tender shall be valid for a period of 60 days from the opening of tender.
5. PRSC reserves the right to call for clarifications and commercial negotiations. The tenderers should depute competent representative for such matters and it is mandatory for the tenderers to accept the mutually agreed terms, failing so, the EMD will be forfeited.
6. No Zero rate or negative tender will be considered.

7. PRSC reserves the right to place order as per requirement of the Centre.
8. In case of future extension(s) the MSP shall pay a Performance Security to the tune of 20% of the total E.M.D. already deposited online or in the form of DD in favour of the Director, P.R.S.C payable at Ludhiana. The said performance security shall be refunded after 90 days of the successful completion/termination of the Contract without interest thereon.
9. The successful tenderer (MSP) will have to sign, the contract agreement with PRSC, Ludhiana on a Non-Judicial stamp paper of Rs.50/-
10. All other terms and conditions will be as per the agreement entered by the Manpower Service Provider (MSP) with PRSC, Ludhiana.
11. The MSP shall be answerable to the Director, PRSC and /or to an Officer authorized by PRSC for coordinating the day-to-day work.

Job Conditions

1. Punjab Remote Sensing Centre (PRSC) reserves the right to fix the qualifications and remunerations as per instructions issued by Punjab Government as well as PRSC from time to time, in case such situation arises during the period of contract.
2. The strength or number of manpower can be decreased or increased, depending upon the requirement of PRSC from time to time.
3. The MSP will be responsible for complete discipline of Manpower, so deployed, and shall ensure compliance of all applicable provisions contained in all enactments, laws, rules and instructions in force, as made applicable, from time to time in connection with or in relation to labour laws.
4. The decision of Director of PRSC or his authorized representative/committee regarding the quality and quantity of work/services performed by the manpower provided by the MSP will be final and acceptable to the MSP besides being binding. It shall be the responsibility of the MSP to rectify the deficiencies so pointed out without any extra payment. In the event of default by MSP, The PRSC reserve the right to get the work/services, so dropped, done at its own level at the cost, risk and responsibility of the MSP after giving a notice in regard thereto in writing and the expenditure so incurred by PRSC will be recovered from the bills of the MSP or from any other outstanding payment, as it may deem fit.
5. The MSP will be solely responsible to fulfill all its obligations towards the manpower deployed under the various relevant and applicable Acts amended from time to time and for the deposit of employee's and employer's share of statutory contributions to the ESI/EPF/EDLI/GST or any other statutory due with the concerned department/authorities or in the account of concerned person at its own level besides maintaining such record in relation thereto as per rules.

6. The MSP shall take all necessary precautions and measures to prevent any unlawful act or disorderly conduct of any person so deployed and for the preservation of peace and protection of persons and property of PRSC, where they are employed.
7. Providing prescribed uniform to the manpower deployed will be the responsibility of the MSP. The MSP will issue ID proof/Police verification report and an ID card to such person deployed in PRSC campus.
8. The manpower deployed by MSP for the work shall be the employees of the MSP for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said manpower and PRSC, Ludhiana and they shall not have any claim on regularization of their services during or after the completion of contract period.
9. The MSP shall be solely responsible for fulfilling all of his obligations towards the persons deployed under any law e.g. Maternity Act Benefits, Shops and Establishment Act and any other statutory obligations as applicable and amended from time to time.

Job Description:

House Keeping and gardening staff should be present from 8.00 AM to 4.00 PM, and if required the work can also be carried out in shifts. Their responsibilities are as per follows:

House Keeping

- a) Maintain cleanliness of all rooms/Halls, bathrooms, toilets, wash basins, corridors, staircase etc, of the office.
- b) Daily cleaning/dusting of writing tables, chairs, telephones, computers, photocopy machine, fax machine, printers etc.
- c) Weekly cleaning of window panes, ceilings to remove cobwebs, and also on ceremonial occasions and VIP visits.
- d) Monthly cleaning of electric fans and Light fittings of the building
- e) Moving of articles like tables, chairs, almirahs, display boards, etc. as and when required.
- f) Keeping the drains in and around the building clean and clear from choking.
- g) Any other work assigned by PRSC

Gardening

- a) Maintain cleanliness of lawns and PRSC campus
- b) Maintain all trees/hedges/climber/nursery/lawn and potted plants (indoor & outdoor) which are planted/to be planted.
- c) Application of manure and fertilizer according to the variety of plants.
- d) Periodical spraying of insecticides, weedicides and fungicides as preventive and curative measures.
- e) Watering of trees /shrubs/hedges/climber/lawn/nursery and potted plants
- f) Judicious pruning of the planted trees.
- g) Any other work assigned by PRSC

Payment Terms

1. Mode of payment for providing manpower will be through cheque on receipt of bill and attendance duly verified from concerned MSP and approval of authorized officer of PRSC.
2. The payment of the contract shall be made on monthly basis. The payment will be released every successive month for which MSP will have to submit the bill in duplicate duly pre-recipient to the Punjab Remote Sensing Centre by 7th of the month for payment.
3. PRSC will deduct T.D.S and any other applicable statutory deduction from monthly payment made to the MSP as per applicable rules. In case MSP is exempted for such deductions, should provide duly attested documentary proof.
4. The MSP shall provide manpower as per the agreement made with the PRSC and if the quality and strength is found less, the proportionate recovery will be made.
5. PRSC shall not be responsible for the payment of the wages/compensation/ allowances or any other payment to the manpower engaged by the MSP e.g. ESI, EPF etc. The MSP will have to produce an NOC with regards to the above statutory requirements mentioning the no outstanding payments.
6. The manpower so deployed shall be under the overall control and supervision of the MSP and the MSP shall be liable for payment of their wages etc. and all other dues, under the various labour Laws Regulations and other statutory provisions.
7. The MSP shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws & any other applicable statutory obligations. The MSP shall provide full information, in respect of the wages or any other payment paid to the employee so deployed in conformity with the provisions of the MSP Labour (Regulations & Abolition) Act 1970 and Rules 1971, and/or amendments by govt. at any stage to the PRSC.
8. The MSP should have own EPF No. allotted by the respective authorities. The MSP will take necessary action at his level as per the statutory requirements of EPF authorities as per the applicable rules.
9. If applicable MSP will furnish the EPF No. and proof of deposit of the EPF contributions in respect of all the employees directly or indirectly engaged relating to services to be provided to PRSC on monthly basis or as per requirement of PRSC. Further, in case of any default or liability, which may arise to the PRSC on this account, PRSC will be at liberty to deduct such amounts from the MSP payments or from Performance Guarantee or any dues.
10. In case of delayed supply of manpower a penalty shall be levied equal to the daily wage rate of the respective delayed manpower i.e. (Man-month rate of the person/number of working days of the month) x no. of days absent/delayed). This penalty shall be over & above the non-payment for absence of any such manpower (more than allowed leaves).

11. MSP will submit to the PRSC the required documents of statutory taxes.
12. Manpower requirements shall be for 5 or 6 days a week as per the agreement signed and working hours mutually agreed keeping in view the requirements of the PRSC.

Contract period

1. The contract is applicable initially for a period of 12 months, if the services of the MSP found satisfactory contract may be extended for another period as deemed fit by PRSC. The decision of the PRSC in this regard shall be final in all matters related to this agreement. Extension of period is not the right of the MSP.
2. In case, PRSC feels dissatisfied with the services, the contract is liable to be terminated at any time with one month notice.

Code & Conduct

1. Manpower deployed by MSP will work from 8.00 AM to 4.00 PM or as mutually agreed. For any calculation purpose, half day shall be calculated in proportion to the normal working.
2. The daily attendance of manpower resources will be marked in the register/digitally in attendance machine maintained by PRSC or as per PRSC directions.
3. In the event of any damage/theft/ loss occurred to the PRSC on an account of negligence of MSP/ MSP's employees, the MSP shall make good the loss sustained by the PRSC either by the replacement, or by paying adequate compensation as decided by PRSC.
4. The manpower employed by the MSP must have good character and sound health cleanliness without history of drug abuse/alcohol etc. and without any past criminal record. The MSP will produce the police verification record of all the employees hired.
5. It shall be the duty of the MSP to ensure that no manpower shall create any disruption/ hindrance/ problem in the objectives & operation of PRSC.
6. In case, any of the persons so deployed by the MSP, if the work is not satisfactory or perform his duties negligently or indulges in any unlawful activity and riots, the MSP shall take suitable action against such employees on the report of PRSC.
7. In case of any complaint/defect pointed out by the competent authorities the MSP shall immediately replace the particular person so deployed without further arguments.
8. The guidelines issued by Government from time to time with regards to implementation of any mandatory provision or other statutory requirements must be complied by the MSP.

C. Instructions to Tenderers in addition to Terms & Conditions of Contract

1. All the terms and conditions laid down in the tender shall be binding on the tenderer.
2. Tender form should be filled in neatly, legible and carefully.
3. PRSC will not be under any obligation to give any clarification to the tenderers whose bids are rejected.
4. Tenders must be submitted by hand/by post by due date at PRSC, Ludhiana. Tender Document must be sealed and distinctly marked "Tender for Housekeeping and Gardening".
5. Authorized Signatory should put signature on all pages. Bids without signature and seals of authorized signatory of tenderers will be rejected.
6. PRSC reserves the right to reject/cancel any or all or part of the tender without assigning any reason and is also not bound to accept lowest tender. The decision of PRSC shall be final and binding.
7. No Zero rates quoted or negative bids will be considered.
8. It is compulsory to fill both Part 1 & 2 of the (E). Commercial Bid, else the bid will be rejected. PRSC may give contract with Part 1 only or with both.
9. Tenderer failing to comply with any of the terms & conditions mentioned in tender document would result in the tender being summarily rejected.
10. All disputes will be settled within the jurisdiction of Punjab Remote Sensing Centre, Ludhiana.
11. The instructions to tenderer shall also form part of the contract.

General Information to be provided by the Tenderer

1. Tender Form No: Tender/PRSC /2019-20/0003 Date.....
2. Name of the MSP:
3. Registration Address:
Telephone No.:
4. Name & Address of Branch (es), if any:
5. Type of Organization: (Sole Proprietorship/Partnership/
Private Limited/Cooperative body/ Company etc. attach proof)
6. Name of Proprietor/Partners/Directors
of the Organisation/Firm:
7. Registration No.
8. PAN No.
9. GST No.
10. E.S.I No.
11. E.P.F No.
12. Experience: Total No. of years
(List of reference wherever supplied Manpower)
13. List of Present Client(s) alongwith their full address,
telephone Nos., e- mail address etc.:
14. Total No. of Manpower deployed in a month:
15. Earnest money:

Name of authorized signatory:

Signature:

Name of tenderer:

Seal of Firm:

Address:

Date:

Acceptance

I/We hereby declare that all the terms and conditions of tender document has/have been read by me/us and I/We accept all the terms and conditions mentioned in the tender and shall comply with them strictly.

Name of authorized signatory:

Signature:

Name of tenderer:

Seal of Firm:

Address:

Date:

D. Requirement of Manpower

Sr. No.	Item Description	Qty	Qualifications
1	Housekeeping staff for Sweeping/Cleaning	As per requirement	As per standard of similar Government agencies.
2	Manpower for gardening	As per requirement	As per standard of similar Government agencies.

Note:- i) The existing persons employed on temporary basis at PRSC for above job may be taken over by the MSP, if it desires.

E. COMMERCIAL BID

Part 1

Sr. No.	Item Description	Unit Cost (per person per month)
1	Housekeeping staff for Sweeping/Cleaning	
2	Manpower for gardening	

Part 2

Sr. No.	Item Description	Unit Cost (per person per month)
1	Housekeeping material- i.e. brooms, wet mops, hand wash liquid, Floor cleaner liquid, dusters, scrubbers, toilet cleaner, colin, garbage bags, phenyl tablets, toilet brush, urinal cubes, detergents, baygon, towels, odonil, harpic etc.	
2	Gardening material- Fertilizers, manures, insecticides, weedicides, pesticides with tools and equipments etc.	

Note- It is compulsory to fill Part 1 & 2, else the bid will be rejected. PRSC may give contract with Part 1 only or with both.

Name of authorized signatory:

Signature:

Name of tenderer:

Seal of Firm:

Address:

Date: