

GOVERNMENT OF PUDUCHERRY

Labour Department

NOTICE INVITING TENDER

(Through e-Tender mode)

1. Tender for the Service of : Outsourcing of 21 Workers for maintenance of Labour Complex and Government ITIS / Allied Institutions, Puducherry.

2. Tender Fee : Rs.500/- + GST @5%
3. Earnest Money Deposit : Rs.54,000/-
4. This tender notice contains : 8 pages
5. Period of Service : One year from the date of work order issued
6. Inviting Officer : Labour Commissioner
Labour Department
Puducherry.

**GOVERNMENT OF PUDUCHERRY
LABOUR DEPARTMENT**

No. 15201B/LAB/C1/2018

Puducherry,

e-Tender Notice

Notice Inviting Tender for engagement of building maintenance

e-Tenders are invited from agencies/firms for building maintenance (inclusive of sanitation and cleaning works) of Labour Department Complex, Gandhi Nagar, Puducherry and Government ITIs / Allied Institutions for a period of one year from the date of commencement of maintenance after issue of work order **as per details mentioned in BoQ**

I. Tender containing following specifications shall be submitted through online:

1: Technical specifications (**without quoting price**) and all other certificates / documents superscribing "e-TENDER FOR MAINTENANCE OF THE BUILDING (TECHNICAL SPECIFICATIONS)"

THE TENDERER SHOULD FURNISH THE FOLLOWING CERTIFICATES / DOCUMENTS ALONG WITH THEIR TECHNICAL BID:

- a. Shop & Establishment Registration Certificate of the firm.
- b. Copies of certificates, if any, on their past satisfactory work done with respect to maintenance of any office complex/factory etc.
- c. Financial soundness in the trade.
- d. Copies of certificates giving proof of availability of work force on their pay roll.
- e. Copy of GSTIN, EPF/ESI registration certificate
- f. Tax clearance certificate for past three years.
- g. Proof of registration in GEM portal.
- h. Any other documents available that will confirm the reliability of the firms.

Note: Failure to produce even any one of the above documents would entail rejection of their quotation.

The eligibility of the technical bid will be finalized based on the weightage to each points as follows:-

1. Minimum annual turnover of Rs. 1 crore
(1 crore & above – 5 Marks; 75 lakhs – 4 marks;
50 lakhs – 2.5 mark). - 5 marks
2. Minimum of 200 workers to be employed on roll
(200 workers – 5 marks; 180 workers – 4 marks;
160 workers – 3 marks; 150 workers - 2.5 marks; - 5 marks
3. No. of minimum years of experience - 5 years
(5 years – 5 marks; 4 years – 4 marks;
3 years – 2.5 marks). - 5 marks
4. Minimum no. of works at hand in Govt. Depts. - 3 Nos.
(3 nos. – 5 marks; 2 nos.- 4 marks; 1 nos. 2.5 mark) - 5 marks
5. Outstanding performance in Govt. Departments - 5 marks
(with certificate proof)
(3 nos. – 5 marks; 2 nos.- 3 marks; 1 nos. 2.5 mark).

(Should secure minimum of 2.5 marks in each category and securing overall of 15 marks alone is qualified for opening of Financial bid)

II. The tenderer will be able to download the Press notice, Notice Inviting Tender and other related documents only after obtaining the valid e-Token and Digital Signature Certificate (DSC) and upload the bid document online by verifying the tender assigned work from <https://pudutenders.gov.in>.

The contractors who had downloaded the Tender Schedule from the website shall submit the Tender Schedule online before the scheduled time of submission. No Tender Schedule should be sealed and brought to the office of the Labour Commissioner, Labour Department, Puducherry. Both the DDs of EMD and tender fee along with Tender document are to be scanned and uploaded in the e-Tender and also the DDs in physical form is to be submitted to

**The Labour Commissioner, Labour Department,
Labour Department Complex, Gandhi Nagar, Puducherry –
605009.**

in a sealed envelope superscribed with words "Tender Fee and EMD" for the relevant works on or before 4.00 p.m. on 03.04.2018. Those requesting exemption in payment of EMD and Tender Fee should submit the Aadhaar Udyog Memorandum for Housekeeping and Cleaning services.

- i) Availability of NIT and Tender documents from 10.00 a.m. on 12.03.18.
- ii) Closing time for submission of e-Tender : 03.04.2018 – 4.00 p.m.
- iii) Date & Time of Opening of e-Tender : 03.04.2018 – 5.00 p.m.

The Labour Commissioner, Labour Department, Puducherry reserves the right to change the opening time and date of the e-Tender for administrative reason by notifying the same in the website.

III. Scope of service:

- 1) The online bidder shall digitally sign on all documents uploaded by him and bidder shall be responsible for their correctness and authenticity as per I.T. Act.
- 2) Before quoting the rate, the intending tenderers shall visit the Labour premises to take stock of the scope of work to be carried out.
- 3) Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the agencies / firms who resort to canvassing are to be rejected.
- 4) The tender for rendering of housekeeping in the schedule is in accordance with all aspects of e-Procurement policy of the Government and terms and conditions and instructions of the e-tender notice.
- 5) The entire Labour Department Complex, Gandhi Nagar, Puducherry and Government ITIS / Allied Institutions shall be cleaned on daily basis. Cleaning includes sweeping, washing, scrubbing and dusting the walls, ceilings, windows and doors of the office rooms, lawn, etc.
- 6) The approach lawn to the labour building shall be cleaned on daily basis and the garbage shall be removed out of the labour complex / Govt. ITIS and allied institution premises day-to-day. The open space like lawn shall be kept clean from paper bits and dry leaves.
- 7) The toilet rooms, latrines, urinals and the wash basins shall be kept clean by sweeping, swabbing, washing, etc. The cleaning of urinals, the toilets, etc. shall be at the interval of every two hours. Phenol, toilet acid, air freshener, liquid soap, etc. shall be provided from the Labour Department's end.
- 8) The sanitation work shall commence at 7.30 a.m. every day and the halls and other office rooms shall be kept clean before 8.45 a.m. without fail. The sanitary workers will be under the supervision and control of Head of Officers of Labour Department concerned.

- 9) All the workers are required to work on all working days including Saturdays.
- 10) Wages to workers shall be a minimum wages including DA of Rs.258/- per day i.e. Rs.7740/- per month as per Minimum Wages Act. ✓
- 11) EPF and ESI challan with the ECR to be submitted before the Senior Accounts Officer, Labour Department, Puducherry every month without fail. The ECR should tally with the amount of salary paid to the worker. ✓
- 12) GSTIN is mandatory and Goods and Services Tax is applicable as per rules from time to time.
- 13) EMD of Rs. 54,000/- by way of Demand Draft drawn in favour of the Senior Accounts Officer, Labour Department, Puducherry from any one of the nationalised bank.
- 14) Cost of Tender fee of Rs.500/- + GST @ 5 % shall be submitted vide separate DD in favour of the Senior Accounts Officer, Labour Department, Puducherry as per the provisions contained in the website for e-Tenders.
- 15) Income Tax will be deducted from total bill amount every month.
- 16) For any clarification contact e-Procurement cell, 3rd Floor, Chief Secretariat, Puducherry.Ph.No.0413-2220225 or 0413-2279278, Toll Free No.1800 2337315.

IV. The NIT shall form part of contract/agreement documents. The Department will not be responsible for any failure, malfunction or breakdown of electronic system used during the e-Procurement process.

V. **GENERAL CONDITIONS:**

1. All tenders must be expressed both in words and figures and where there is a difference between the two, the rates expressed in words or the sum expressed in words will be taken as correct.

2. The Labour Commissioner, Puducherry reserves the right to reject any or all tenders without assigning any reason.

3. The Labour Commissioner, Puducherry reserves the right to increase or decrease, by nominal percentage, the quantity of services originally mentioned in the specification at the time of issue of work order for executing the work without any change or other terms and conditions.

4. No revision of terms or increase in rates will be allowed during the consideration of this tender.

5. The criteria to determine the eligibility of the technical bid the evaluation will be made as prescribed and the decision of the tender committee will be final.

6. The Labour Commissioner, Puducherry is not bound to accept the lower quotation and if more than one tenderers has quoted the same lowest rates, the decision of the tender committee will be final.

7. The prices must be quoted in the format given in BoQ, (e-Tender)

8. Conditional Offers will be rejected.

9. **VALIDITY OF THE OFFER:**

The rates quoted will have to be valid for the contract period and no additional costs for any reason or at any cost shall be charged.

10. PENALTY FOR NON-PERFORMANCE:

In the event of non-performance or defective performance of the maintenance work as per specified standards, a recovery will be made proportionate to the extent of short-fall.

11. CANCELLATION OF CONTRACT:

The Labour Commissioner, Puducherry reserves the right to cancel the work order placed on the successful tenderer, if the tenderer commits a breach of any of the terms and conditions of the tender/work order.

12. PAYMENT TERMS:

Payment will be made on or after the tenth of every succeeding month for the period of contract, on certification furnished by the Head of Officers concerned that the assigned works have been executed in accordance with the work order.

13. TENDER FEE/ EARNEST MONEY:

- i. A sum of Rs.500/- (Rupees five hundred only) + GST @ 5 % towards tender fee and deposit of Rs. 54,000/- (Rupees Fifty four thousand only) towards Earnest Money Deposit shall be paid in the form of Demand Draft in favour of "**Senior Accounts Officer, Labour Department, Puducherry**" and payable at any branch of any Nationalized bank in Puducherry.
- ii. The Earnest Money Deposit is non-interest bearing and is refundable to the unsuccessful tenderer.
- iii. Besides the above, the tenderer should furnish a certificate as worded below in token acceptance of all the terms and conditions of the tender. Otherwise the tender will not be considered under any circumstances.

DECLARATION

"I / We _____ the undersigned certify that the terms and conditions of agreement are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into".

Seal and Signature of the tenderer

14. TENDER OPENING:

- (i) On the scheduled time and the date of opening, the Labour Commissioner, Labour Department, Puducherry authorizes the opening of tender on the notified time. Tenderer can access the particulars, after opening of tender in the website. The department will not be liable for any delay in submission of tender.
- (ii) If the opening day of tender happens to be a Public Holiday, the same will be opened next working day.
- (iii) Agreement shall be drawn between the successful tenderer and the Labour Department, Puducherry on acceptance and finalization. Tenderer will quote their rate and adhere to the terms and conditions of this tender.
- (iv) The successful tenderer on acceptance of his tender by the committee members after getting concurrence with the Finance Department, Puducherry, the work order will be issued.


LABOUR COMMISSIONER