



DELHI REGIONAL OFFICE

ADMINISTRATION DIVISION

NO. MMTC/ADMN./DRO/HOUSEKEEPING/ 2021-22

Dated: 15-09-2021

TENDER DOCUMENT

E-TENDER FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN
MMTC OFFICE PREMISES AT DELHI REGIONAL OFFICE, JHANDEWALAN, &
SHOWROOM AT SCOPE COMPLEX, LODHI ROAD, NEW DELHI

F8-11, Jhandewalan Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055

ADMINISTRATION DIVISION

NO. MMTC/ADMN./DRO/HOUSEKEEPING/ 2021-22

Dated: 15-09-2021

WORK: E-TENDER FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTC OFFICE PREMISES JHANDEWALAN, & SHOWROOM AT SCOPE COMPLEX, LODHI ROAD, NEW DELHI

INDEX

SL NO	DESCRPITION	PAGE NO.
1	Abstract	3-5
2	Notice Inviting e-Tender	6-8
3	Annexure - I Undertaking	9-10
4	Annexure - II Information about Tenderer	11-12
5	Annexure - III Price Bid	13
6	Section-I General Instructions	14-15
7	Section-II Special Terms & Conditions	16-19
8	Section-III Specification	20-21
9	Annexure – IV Scope of Work	22-24
10	Annexure – V Proforma of E-payment	25
11	Letter of Authorization for attending bid opening - Annexure - VI.	26
12	Proforma for no near relative (s) of the tenderer working in MMTC LTD- Annexure – VII	27
13	Declaration regarding acceptance to terms & conditions of the tender - Annexure – VIII	28
14	Declaration regarding blacklisting/ non-blacklisting from taking part in Govt. tender- Annexure - IX	29
15	Undertaking for non tampering of data- Annexure - X	30

F8-11, Jhandewalan Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055

ABSTRACT

1. Following documents are required to be furnished in the TECHNICAL BID complete in all respects.
- i) Details of service provided to Government Sector / Public Sector Undertaking.
 - ii) Proof of valid registration with statutory authorities for work contract GST.
 - (iii) Copy of PAN card issued by Income Tax Department
 - iv) Proof of valid registration with Employees Provident Fund (EPF) authority.
 - (v) Proof of valid registration with ESIC authority
 - (vi) Proof of valid License issued by Labour Commissioner for contracting labour under Contract Labour Act.
 - (vii) Self-certified copies of annual turnover details for the last three years (IT returns) certified by C.A. signed and sealed by tenderer.
 - (viii) Proof of deposit of Earnest Money Deposit of Rs.50,000/- (Rs. Fifty thousand only) through NEFT/RTGS as per details given hereunder:

Bank Details for NEFT/RTGS	
Name of the Bank	STATE BANK OF INDIA
Address of Branch	CAG – II BRANCH, NEW DELHI
Bank Account Number	10813608397
IFS Code	SBIN0017313
MICR CODE	110002562

- (ix) Undertaking as per **Annexure - I** (on tenderers letter head)
- (x) Information about tenderer (**Annexure - II**)
- (xi) Arbitration cases pending against the tenderer, if any submit details
- (xii) Whether black-listed by any clients in the last 5 years, if any. Give details.
- (xiii) Details of Bank account e.g. Name of Bank, name of branch, type of A/c alongwith copy of cancelled cheque leaf. Duly filled in e-payment proforma / format & duly certified by the Bankers to be enclosed (optional).
- (xiv) In case the party is registered with Ministry of MSME/ its authorized agencies, party is required to submit registration certificate and store details in addition to above.
- (xv) Proforma for no near relative (s) of the tenderer working in MMTC LTD **Annexure - VII.**
- (xvi) Declaration regarding acceptance to terms & conditions of the tender **Annexure - VIII.**
- (xvii) Declaration regarding blacklisting/ non-blacklisting from taking part in Govt. tender **Annexure - IX.**

(xviii) Undertaking for non tampering of data **Annexure - X**.

(xix) All interested service providers are requested to submit TECHNICAL BID (Annexure I & II) alongwith proof of depositing EMD and FINANCIAL BID (Annexure III) online mode only and bid submission other than E-mode will not be considered.

Tender documents containing detailed terms and conditions can be downloaded from MMTC's website www.eprocure.gov.in or www.mmtclimited.com. Last date for submission of tender documents completed in all respect is **05-10-2021 by 1500 hrs**. The technical bid will be opened on same day at 1530 hrs.

Bid Submission Start Date & Time : 15-09-2021 (1700 hours)

Bid Submission Closing Date & Time : 05-10-2021 (1500 hours)

Bid Opening Date & Time : 05-10-2021 (1530 hours)

Special terms & conditions for bids to be submitted in electronic mode

1. Offers to be submitted online on MMTC's e-procurement portal <https://mmtc.abcpocure.com> against the respective tender along with scanned copy of duly signed offer on letter head

For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

Vendor's Queries	Contact Numbers	Mail ID
Mr. Himanshu (Dedicated Helpdesk for MMTC)	+91 9265562826	delhi.support@eptl.in
Technical Assistance: New Bidder Registration (Portal Registration), Vendor's ID / Profile Activation, Renewal of Vendor's ID.	+91-(79)- 68136823/54	support@abcProcure.com
	+91-(79)- 68136850	
	+91-(79)- 68136878	
	+91-(79)- 68136849	fany.shah@eptl.in
For e-Tender or e-Auction Services (uploading / Bidding) (Offsite Team).	+91 93745 19729 +91-(79)-6813 6848 / 49/ 61/71	Mr Nikhil Khalas nikhil@eptl.in

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on www.cca.gov.in wherein details have been mentioned.

3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.

4. For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0
5. Bidders are advised to print and save bid submission receipt on submission of bids.

NOTICE INVITING E-TENDER

No. NO. MMTc/ADMN./DRO/HOUSEKEEPING/ 2021-22

Dated: 15-09-2021

Sub: e-tender for annual contract for providing House Keeping Services in MMTc office premises, Delhi Regional Office, Jhandewalan, & Showroom at Scope Complex, Lodhi Road, New Delhi.

MMTc Limited, Delhi Regional Office, Jhandewalan, New Delhi invites competitive offers for the subject work as per the terms and conditions of the tender document given herewith;

- 1) e-tender in two bid system are invited on behalf of MMTc Limited from Delhi & NCR based EXPERIENCED contractors who have successfully completed annual housekeeping service in Government Sector / Public Sector Undertaking.
- 2) Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
- 3) **ELIGIBILITY :**
 - a) The agency should have overall turnover of minimum Rs.30 lakhs (Rupees Thirty lakhs only) in housekeeping services during the last two years.
 - b) The agency should have minimum experience of two years in providing housekeeping services in Government Sector / Public Sector Undertaking.
 - c) In case the party is registered with Ministry of MSME/ its authorized agencies, they are required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- 4) Tender documents containing detailed terms and conditions can be downloaded from MMTc's website www.eprocure.gov.in or www.mmtclimited.com. Last date for submission of tender documents competed in all respect is **05-10-2021 by 1500 hrs.** The technical bid will be opened on same day at 1530 hrs.

Bid Submission Start Date & Time	:	15-09-2021 (1700 hours)
Bid Submission Closing Date & Time	:	05-10-2021 (1500 hours)
Bid Opening Date & Time	:	05-10-2021 (1530 hours)

- 5) The Earnest Money Deposit of Rs.50,000/- (Rs. Fifty thousand only) through NEFT/RTGS as per details given hereunder:

Bank Details for NEFT/RTGS	
Name of the Bank	STATE BANK OF INDIA
Address of Branch	CAG – II BRANCH, NEW DELHI
Bank Account Number	10813608397
IFS Code	SBIN0017313
MICR CODE	110002562

- 6) The tenders without Earnest Money Deposit will be summarily rejected. No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the MMTC in respect of any previous supply will be entertained.
- 7) The EMD of successful bidder will be adjusted in to Security Deposit (SD).
- 8) The bid of any bidder who has not complied with one or more of the conditions prescribed is liable to be rejected. Conditional bids will also be summarily rejected.
- 9) The bidder shall upload tender documents signed and stamped by an authorized and empowered representative of the bidder to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 10) The bidder is expected to examine all instructions and terms & conditions in the tender documents. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of his bid.
- 11) EMD of the unsuccessful bidder shall be returned without interest at the earliest after the award of the contract.
- 12) EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.
- 13) The successful bidder will be required to execute an agreement within a period of 30 days from the date of issue of Letter of Offer.
- 14) Financial bids will be opened of all the technically qualified bidders.
- 15) TECHNICAL BID shall be opened on schedule date/time in the presence of tenderers who wish to be present on the date of opening. The representative of tenderer may present along with Letter of Authorization for attending bid opening as per **Annexure - VI**.
- 16) The TECHNICAL BIDS shall be scrutinized/ verified by MMTC in terms of tender and subsequently the eligible PRICE BIDS shall be opened, preferably within 15 working days.

- 17) The offer should remain valid for a period of 60 (sixty) days from the date of opening of the PRICE BID.
- 18) Tenders (technical bid portion) with any additional conditions/deviations by the tenderers, whatsoever, shall be summarily rejected. Corrections, alterations shall disqualify the offer.
- 19) Tenderers are advised to visit office to acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of their tender/ bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderers / contractor has satisfied himself as the information and knowledge required before tendering.

For MMTC Limited.

Chief Manager (Admn.)
F8-11, Jhandewalan Flatted Factories Complex,
Jhandewalan, Rani Jhansi Road,
New Delhi-110055

(Letter for submission of tender on tenderer's own letterhead)

No.

Dated:

General Manager (Admn.)
MMTC Limited,
Delhi Regional Office,
F8-11, Jhandewalan Flatted Factories Complex,
Jhandewalan,
Rani Jhansi Road, New Delhi – 110055

Subject: e-Tender for annual contract for providing House Keeping Services in MMTC office premises, Delhi Regional Office, Jhandewalan, & Showroom at Scope Complex, Lodhi Road, New Delhi.

Ref: e-Tender No. MMTC/ADMN./DRO/HOUSEKEEPING/2021-22

Dear Sir,

1. That we M/s. _____ is registered under _____ Act with _____ and our Registration No. is _____.

I/we the undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.

2. I/we further undertake to execute and complete the works as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.

3. I/we have deposited the Earnest Money Deposit of Rs.50,000/- (Rs. Fifty thousand only) through NEFT/RTGS (Copy of receipt enclosed)

4. I/we also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wage act etc, and to deposits with Provident Fund authorities and pay ESI contributions for the workers employed by me/ us on regular basis and applicable service tax, etc. I/we will be responsible for proper health of the labourers and injury, if any, caused to the workers while working and for the behavior & conduct of the workers. I/we certify that no criminal/ income tax/ service tax/ black-listing case is pending against my/our firm/company.

5. My/our offer includes component of applicable wages not below statutory limit)to my/our workmen, cost of required tools, Provident Fund, statutory charges, ESI contribution, duties, royalties, octroi/levies, for ID and uniforms, etc. All the statutory payments will be paid by me/us to concerned authorities on due dates whereafter we shall produce proof of such statutory remittances to MMTC and a copy for their record also. I/we understand that the 'service tax/GST' component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.

6. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you.

Yours faithfully,

For M/s. _____
Signature _____
Date _____
Name _____
Address _____

Seal of contractor

INFORMATION ABOUT TENDERER

1	Name of Tenderer:	
2	Address with telephone/fax Nos/Mobile numbers	
	(a) Head office	
	(b) Branch Office	
3.	Telegraphic Address/E-Mail Address	
4.	(a) Is your firm registered under the Indian Partnership Act 1932. If so, give the name & address of the partners alongwith the Registration No.	
	(b) Is your concern a proprietary concern? If so, give Name and Address of the proprietor.	
	(c) Is your concern incorporated under the Companies Act Or any other law in India?	
5	Date of commencement of Business	
6.	Details with registration with statutory authorities for:	
	(i) PF	
	(ii) ESI	
	(iii) Service Tax/GST	
	(iv) PAN card issued by Income Tax Department	
	(v) License issued by Labour Commissioner for contracting labour under Contract Labour Act.	
	Please furnish certified copies of Registration and latest returns as filed with their authorities failing which Tender is liable for rejection.	
7	Self-certified copies of annual turnover details for the last three years (IT returns) certified by C.A. signed and sealed by tenderer.	
8	Proof of deposit of Earnest Money Deposit of Rs.50,000/- (Rs. Fifty thousand only) through NEFT/RTGS.	
9	Name & address of Principal Bankers.	

10	Undertaking as per Annexure - I (on tenderers letter head)					
11	Arbitration cases pending against the tenderer, if any submit details					
12	Whether black-listed by any clients in the last 5 years, if any. Give details					
13	Proforma for no near relative (s) of the tenderer working in MMTC LTD- Annexure – III					
14	Declaration regarding acceptance to terms & conditions of the tender - Annexure – IV					
15	Declaration regarding blacklisting/ non-blacklisting from taking part in Govt. tender- Annexure - V					
16	Undertaking for non tampering of data- Annexure - VI					
17	In case the party is registered with Ministry of MSME/ its authorized agencies, party is required to submit registration certificate and store details in addition to above.					
18	Details of Places where Housekeeping Services are being provided to Government Sector / Public Sector Undertaking in the past two years?					
	Organization	Nature of Job	Value	Area covered	Manpower deployed	Contact Person at such orgn with tel. No.and his designation
19	Turnover (last 2 years)					
	2019-20			2020-21		
Please enclose copy of latest balance sheet and profit and loss Account						
20	Any other relevant information.					

Signature of the tenderer (s)

Name and Designation of authorised person signing the tender on behalf of the tender(s) with Stamp.

Full Name and address of the tenderer(s).

No. MMTC/ADMN./DRO/HOUSEKEEPING/2021-22

Dated : 15-09-2021

WORK: E-TENDER FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTC OFFICE PREMISES AT DELHI REGIONAL OFFICE, JHANDEWALAN & SHOWROOM AT SCOPE COMPLEX, LODHI ROAD, NEW DELHI

PRICE BID

While quoting the rates, the following may kindly be noted:

1. The rates as per minimum wages fixed by Central Government as on date, should be inclusive of component of Provident Fund, ESI contribution, statutory charges/duties (latest circular should be attached in this regard).
2. The quoted prices should also be inclusive of all other taxes, duties, work contract tax, if any, **excluding Service Tax/GST**.

HOUSEKEEPING STAFF

S.No.	Description	QTY.	RATE / UNIT (Rs.)	Service Charges (%)	Total Amount (Rs.) Per month
1.	Housekeeping worker	20			
2.	Safai Karamchari	3			
	TOTAL	23			

(in words) Rupees _____ only)

The service charges should not be 0% otherwise the tender is liable to be disqualified

(Signature of the Contractor with Stamp)

Date _____
Place _____

SECTION I

e-Tender for annual contract for providing House Keeping Services in MMTC office premises, Delhi Regional Office, Jhandewalan, & Showroom at Scope Complex, Lodhi Road, New Delhi.

GENERAL INSTRUCTIONS

1. The period of this contract shall be one year starting from the date of work order/ award letter. The same may be extended solely at the discretion of the MMTC subject to satisfactory completion of work during contract period / extended contract period. The decision of the MMTC shall be final and binding to the contractor in this regard.
2. Last date for submission of tender documents completed in all respect is **05-10-2021 by 1500 hrs**. The technical bid will be opened on same day at 1530 hrs.

Bid Submission Start Date & Time	:	15-09-2021 (1700 hours)
Bid Submission Closing Date & Time	:	05-10-2021 (1500 hours)
Bid Opening Date & Time	:	05-10-2021 (1530 hours)
3. The tenderer shall quote the rates in English Language and International numeral. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid.
4. **QUOTED RATES:**
 - a. Shall include all applicable wages and allowances, etc. as per minimum wages fixed by Central Government to workmen and the supervisors.
 - b. The rates include component of Provident Fund, statutory charges / duties, ESI contribution.
 - c. Service Margin in percentage.
 - d. The quoted prices shall be including all taxes, duties, work contract tax, etc., if any except applicable service tax/GST. TDS and other statutory taxes shall be deducted at source from the monthly bills.
 - e. Shall include all costs of equipments/tools.
5. The Earnest money may be forfeited in the event of:
 - i) If a tenderer withdraws its tender during the period of tenders validity.
 - ii) In the case of successful tenderer, if the tenderer fails to commence the work, as required.
6. The Earnest money of unsuccessful tenderers shall be returned within reasonable time without any interest. The EMD of successful tenderer shall be retained & converted as part of interest free Security deposit, to be refunded after successful completion of the contract.

7. The tenderers must comply with all terms and conditions.
8. Preference will be given to the organization/society which has been formed by SC/ST people having work knowledge and experience in the field and fulfill the terms and conditions of the tender.
9. The successful tenderer shall not sub-let the part of the contract work without written permission of MMTC. The tenderer is fully responsible for all execution satisfactorily as per terms & conditions of the contract awarded to him.
10. If the tenderer is found to give wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
11. MMTC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons whatsoever
12. The successful bidder will be required to execute an agreement within a period of 30 days from the date of issue of Letter of Offer.

For MMTC Limited.

Chief Manager(Admn)
F8-11, Jhandewalan Flatted Factories Complex,
Jhandewalan, Rani Jhansi Road,
New Delhi-110055

SECTION II

e-tender for annual contract for providing House Keeping Services in MMTC office premises, Delhi Regional Office, Jhandewalan, & Showroom at Scope Complex, Lodhi Road, New Delhi.

SPECIAL TERMS & CONDITIONS

- 1) The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/ supervisor to his workforce for undertaking the contractual obligations.
- 2) The Housekeeping services agency shall get the antecedent of its workmen verified and the certificate to that effect should be submitted before their deployment at MMTC office. The agency shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to MMTC.
- 3) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 4) The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
- 5) The tenderer/Contractor shall indemnify MMTC under Labour's Compensation Act, Personal Injuries Act, Insurance Act etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/non compliance of the Labour Laws and MMTC shall stand indemnified against any claim or compensation of whatsoever nature in this regard by the tenderer/contractor.
- 6) In the event of any accident occurring during the course of work, which may result in any mishap, injury to person(s), the responsibility of settlement of their claims, medical treatment etc will fully rest with the contractor and expenditure incurred thereon will be borne entirely by the tenderer/contractor. MMTC shall be totally indemnified of any liability whatsoever.
- 7) The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.
- 8) **PAYMENT OF WAGES OF LABOUR BY THE CONTRACTOR:** The Contractor shall pay to the Labour engaged by him in connection with work directly wages not less than the minimum fixed by the Central 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 Labour. The Contractor shall be liable for any damage or loss caused to the Employer by violation of the provision of this clause. 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 Labour employed by the Contractor, 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 Admn.Division of MMTC.

- 9) **PENALTY:** In the event of failure to maintain the housekeeping services on any day as per terms and conditions of this tender in part or in full, the housekeeping service agency shall be liable for payment of damage charges @ Rs.5,000/- besides proportionate deduction which shall be recovered from monthly bills. If MMTC finds the agency is misusing the facilities provided by MMTC for the services for other purposes not covered under the contract , MMTC will be free to levy damages which may extend upto Rs.5,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in clause (3) Section III.
- 10) **SECURITY DEPOSIT:** 5% (five percent) amount (inclusive adjustment of the EMD) of the contract value shall be retained as Security Deposit from the monthly bills for due and satisfactory performance of the contract and shall be released after completion of contract period. No interest shall be payable by MMTC on the security deposit
- 11) **PAYMENT TERMS:** The contractor shall submit his monthly bills, in triplicates to Administration Division. The Payment shall be released through E-payment after necessary deductions of security, prevalent taxes, cess, etc. duly certified by Caretaking Cell/Admn. Division. The payable amount will be released through e-payment system only in the bank account of the Contractor.
- 12) **COMPLIANCE WITH LABOUR LAWS:** The contractor is responsible for compliance of the points given below:
 - a) 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 including filling return / updating on web portal of Ministry of Labour and Employment. Contractor should keep all Registers and Records as prescribed under labour law and keep these books at work place.
 - b) 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.
 - c) 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 7th 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.

- 13) **INSPECTION OF THE WORK**: The work is subject to inspection at all times by the Admn. In charge/MMTC. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms & conditions, specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.
- 14) **TERMINATION OF CONTRACT**: In the event Contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may terminate the contract after giving one month notice in writing to the Contractor. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall deemed to be served on contractor.
- 15) **FORCE MAJEURE** : If at any time during the existence of this agreement the successful bidder is unable to perform in whole or in part any obligations under this agreement because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative.

If operation of such circumstances exceeds **three months**, either party shall have the right to refuse further performance of the agreement in which case neither party shall have the right to claim eventual damages. The party which is unable to fulfill its obligations under the present agreement shall, within 15 days of occurrence of any of the causes mentioned in this clause inform the other party of the existence or termination of the circumstances preventing the performance of the agreement. In case either party invoking the force majeure clause, it is incumbent on him to submit the documentary evidence to that effect from the competent government authority/chamber of commerce. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the agreement.

17. **ARBITRATION CLAUSE**: Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this agreement/contract or validity or breach thereof shall be settled by arbitration by a Sole Arbitrator to be nominated by CMD, MMTC, in accordance with the rules of Arbitration of the Arbitration & Conciliation Act 1996 subject to the latest amendments thereof, the award made in pursuance shall be binding on the parties. The venue of the Arbitration shall be Delhi and governing law shall be Indian Law.
18. **APPLICABLE LAW AND JURISDICTION**: All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

19. **HOLIDAY LISTING CLAUSE:** Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.

20. **FRAUD PREVENTION POLICY :** All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow other (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

The above Terms and conditions will be integral part of the agreement signed between the successful bidder and MMTC.

For MMTC LIMITED
Chief Manager (Admn.)

SECTION III
SPECIFICATIONS

1. Cleanliness will be the essence of the contract.
2. The scope of work shall include items given in **Annexure C** and instructions of MMTC. Besides, the contractor is required to undertake any kind of Housekeeping services which we may require at any point of time in our office premises, etc
3. The following labour shall be deployed by the successful tenderer/contractor daily at site for day-to-day housekeeping and other work as per details given below :-

S.No.	Grade	Deployment		Category
		JJC Office	CO Showroom	
1	Casual Worker	18	2	Un-skilled
2	Safai Karamchari	3	-	Un-skilled
	TOTAL	21	2	

4. **WORKING HOURS:**

- i) The services are required for 5 days in a week from Monday to Friday from 09.00 AM to 17.30 PM on each working day.
 - ii) The office timings are 9.30 AM to 5.30 PM.
5. The contractor shall depute not less than workmen (Including supervisors given above. However, the above number can be increased or decreased at the discretion of MMTC Ltd. based on the requirement.
 6. The contractor shall issue the identity cards and proper uniform to his workmen on his own cost and shall be duly intimating the Office-incharge / Caretaking Cell as and when a new workman is deployed by him for carrying out the house keeping job in MMTC premises. At the time of the execution of the work, the workmen should be in proper uniform and wear Identity Cards.
 7. All the above mentioned worker including supervisor shall make their attendance daily in a register kept by contractor at Main Gate at Security Counter/Caretaking Cell. Further, in case of any absentee, the contractor shall make alternative arrangements to ensure that housekeeping work does not suffer.
 8. In addition to housekeeping services, the contractor will provide the labourer/worker in the office as and when required, for which payment will be made at minimum wage rates.
 9. The consumable items should be provided by MMTC.

10. The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
11. The Contractor should submit the printed bill duly signed and sealed pertaining to housekeeping work done during the previous calendar month alongwith the original receipt/certified copy for previous month PF contribution deposited with PF Commissioner for allowing payment of his share and also ESIC challan, service tax challan. The contract should submit three sets of the above.

For MMTC LIMITED

Chief Manager (Admn.)

SCOPE OF WORK**SCHEDULE OF ROUTINE HOUSE KEEPING WORK**

(Ground floor to third floor of MMTC Limited premises at F 8-11, Delhi Regional Office, Jhandewalan, & Showroom at Scope Complex, Lodhi Road, New Delhi)

It shall be the responsibility of the contractor to ensure the absolute cleanliness in the entire office premises in MMTC Limited, Delhi Regional Office at Jhandewalan premises and Showroom at SCOPE Complex, Lodhi Road, New Delhi. The contractor will maintain the premises so hygienic and clean as is required and expected in an organization of international standard. However, we hereunder furnish the work schedule for housekeeping which shall be helping in ensuring the absolute housekeeping and cleanliness of our premises.

<u>S. No.</u>	<u>Works Details</u>	<u>Frequency of Cleaning</u>
1.	<u>ROOMS</u>	
1.	Cleaning of the doors	Once in a day
2.	Removal of the Cobwebs	Once in a week
3.	Dusting of the verticals	Once in a week
4.	Cleaning of Electrical Switches	Once in a week
5.	Spot cleaning of the walls	As required
6.	Dusting of Windows	Once in a day
7.	Cleaning of windows	Once in a week
8.	Scrubbing of the skirting	Once in a week
9.	Dusting of other article in the room	Once in a day
10.	Wet mopping of the Floor	As required
11.	Dry mopping of the Floor	As required
12.	Dusting of the Furnitures & Fixtures	Once in a day
13.	Telephone and Computer Cleaning	Once in a day
14.	Fax and Photostat Machine Cleaning	Once in a day
15.	Fax and Photostat Machine Deep Cleaning	Once in a week
16.	Telephone and Computer Deep Cleaning	Once in a week
17.	Trash Removals	As required
18.	Emptying of Dustbins	Twice in a day
19.	Vacuum Cleaning of Carpets	Once in a day
20.	Spotting of Carpet	As required
21.	Cleaning of the Doormat	Once in a day
22.	Electrical Equipment cleaning	Once in a week
2	<u>TOILETS</u>	
1.	Cleaning of doors and windows	Once in a day
2.	Scrubbing of the Urinals	Twice in a day
3.	Scrubbing of the sinks	Twice in a day
4.	Washing of Toilet walls and floor	Once in a day

5.	Washing of W/C	Twice in a day
6.	Changing of the Urinal Cubes	As required
7.	Changing of the Odonil cubes	As required
8.	Cleaning of the Doormat	Once in a day
9.	Trash Removals	As required
10.	Refilling of the Soup dispenser	As required
11.	Refilling of the Toilet paper rolls	As required
12.	Refilling of the face tissues	As required
13.	Cleaning of Toilet Fittings	Once in a day
14.	Cleaning of Washbasin	Once in a day
15.	Cleaning of Mirrors	Once in a day

3. STAIRS

1.	Wet Mopping of stairs	Twice in a day
2.	(morning/evening)	
3.	Dry Mopping of Stairs	Four times in a day
4.	Scrubbing of Stairs	Once in a day

4. PASSAGE AREA

1.	Wet Mopping	Twice in a day
2.	Dry Mopping	As required
3.	Scrubbing of front entrance tiles	Twice in a week
4.	Washing of the Floors	As required

5. PANTRY

Dusting	Once in a day
Wet Mopping	Twice in a day
Dry Mopping	Four times a day
Washing of the Floor	As required
Trash Removal	As required

SCOPE OF HOUSEKEEPING SERVICES

- Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc.
- Vacuum cleaning of carpeted floors on a daily basis.
- Dusting of furniture, telephones, etc., firstly with dry cloth and then with Colin/moclean.
- Cleaning and scrubbing of toilets on regular interval/as & when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.

- Cleaning of window glasses both sides, frames & air conditioning grills
- Dry & wet mopping of staircases, . Pantry & lobby area.
- Reception, lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Brasso polishing of brass/copper fixtures
- Cleaning of open lawns, foot path area on daily basis – twice a day.
- Cleaning of Glass panes from Outside – Once in a month.
- Cleaning and maintenance of artificial plants.

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on ----- (date) in the tender no. -----
of MMTC Limited.

Shri / Msof is hereby
authorized to attend the bid opening for the tender mentioned above on behalf of -----
-- (Bidder) in order of preference given below.

Specimen signature of person authorized to attend bid

Signatures of bidder Or Officer authorized to sign the bid documents on behalf of the bidder.

Note: 1. Only one representative will be permitted to attend bid opening.
2. Permission for entry to the hall where bids are opened may be refused in case
authorization letter as above is not produced before the bid opening committee.

PROFORMA FOR NO NEAR RELATIVE (S) OF THE TENDERER WORKING IN MMTC Ltd

(Recommended to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I, Director/Company Secretary (CS) of the company M/s _____ hereby certify that none of my near relative (s) is/are employed in MMTC Ltd as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, MMTC Ltd shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means: a

) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

Certificate will be given by all the Directors of the company (or company secretary on behalf of all directors).

Any breach of these conditions by the company, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. MMTC Ltd will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director _____
Signature _____

2. Name of Director _____
Signature _____

OR

Name of Company Secretary

Signature _____

DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER

1. I/We, Director/authorized signatory of the Company M/s _____, is competent to sign this declaration and execute this tender document.
2. I have carefully read, understood and accept all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

SIGNATURE OF THE BIDDER WITH SEAL

DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN GOVT.TENDER

(Recommended to be executed on Rs.20/- Stamp paper &attested by Public Notary/Executive Magistrate by the bidder)

I/We Director(s)/Authorized Signatory of of M/S _____ hereby declare that the Company has not been blacklisted or debarred in the past by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department/Organization/Under Taking from taking part in Government tenders.

Or

I / We Director(s) of M/S. ----- hereby declare that the Company namely M/S.- -----was blacklisted or debarred by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MMTC Ltd, and EMD/SD shall be forfeited.

In addition to the above, MMTC Ltd, will not be responsible to pay the bills for any completed / partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

DECLARATION ON LETTER HEAD

UNDERTAKING FOR NON TAMPERING OF DATA

I/We have downloaded the entire tender documents from the internet site _____ and I/we have not tampered / modified the tender forms in any manner and have uploaded the untampered documents. In case, if the same is found to be tampered / modified, I / we understand that my / our tender will be summarily rejected and full earnest money deposit will be forfeited and I/we am/are liable to be banned from doing business with and/or prosecuted.

Signature & Seal of the Tenderer / Contractor / His/ Her Authorized Representative

Date:

Place