

Office of the Chief Executive Officer
Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana
 (A Society of Govt. of Assam)

Mission Secretariat: Building of Officers Training Institute, Veterinary Complex, G.S. Road, Khanapara,
 Guwahati 781022

Telefax: 9435592106, Email: ceocmsguy@gmail.com, Website: <http://www.mmscmsguy.assam.gov.in>

MMS/2019/256/118

Dated 13.08.2021

**NOTICE INVITING QUOTATION FOR PROVIDING HOUSEKEEPING/MANPOWER SERVICES AT
 THE OFFICE OF MMS-CMSGUY**

Sealed quotations affixed with non-refundable court fee stamp of Rs.8.25/- (Rupees eight and paise twenty-five only) are invited from competent and interested registered companies/firms/ organizations/Contractors for outsourcing of the following categories in Office of the Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana, Officer's Training Institute(OTI) building, Veterinary Campus, Khanapara.

Sl no.	Categories	Manpower
1	Highly Skilled Category	Computer Operator/ Accountant
2	Skilled Category	Clerical Staff/ Driver
3	Semi-Skilled Category	Peon/ Messenger/ Office Boy/ Guards
4	Unskilled Category	Sweeper /Gardener/ Washer man

The NIQ document may be downloaded from the official website www.mmscmsguy.assam.gov.in under Tender section.

The last date of submission of sealed quotations is **31.08.2021(Tuesday) up to 2 PM** which shall be opened on the same day at 3 p.m. If that day happens to be a holiday, the quotations would be opened on the next working day. Corrigendum/ Addendum in this regard, if any, will be uploaded only on CMSGUY website.

The Chief Executive Officer, Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.

List of enclosures:

1. Instruction to Bidders and Eligibility Criteria- **Annexure A**
2. Scope of Work-**Annexure B**
3. General (Commercial) conditions of the contract –**Annexure C**
4. Prescribed formats:
 - a) Bidder's Profile -**Annexure I**
 - b) Bid Form- **Annexure-II**
 - c) Price Schedule and Rates- **Annexure- III**



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ANNEXURE A**INSTRUCTION TO BIDDERS**

1. **TWO BID:** Offers will have to be submitted in two separately sealed covers- Technical Bid (Cover "A") and Price Bid (Cover "B") and shall be placed together inside a Single Cover which shall be sealed and super scribed as:

"NOTICE INVITING QUOTATION FOR PROVIDING HOUSEKEEPING/MANPOWER SERVICES AT THE OFFICE OF MMS-CMSGUY"

to be addressed to the Chief Executive Officer, Chief Minister Samagra Gramya Unnayan Yojana, OTI building, Khanapara, Guwahati, Assam, 781022

2. ELIGIBILITY CONDITIONS:

The Applicant should fulfill the following criteria:

- a. The applicant should submit the copies of GST/ Trade Tax / PAN /Registration Certificate from the concerned Authorities.
- b. The applicant should have a sound Annual Financial Turnover.
- c. The applicant, if have any experience of providing similar service in Government /Semi-Government or PSU , Private Sector etc. may be preferred.

3. BID FORM

The Bidder shall complete the Bid Form as per Annexures in the bid document covering the services to be rendered. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. A prospective Bidder requiring any clarification may contact the CMSGUY office, for necessary clarification during office hours.

4. BID PRICE

- (i) The Contractor shall quote price (rate) for all types of works / services given in Price Schedule at Annexure - III.
- (ii) A bid submitted with an adjustable price quotation will be treated as nonresponsive and rejected.
- (iii) No revision of price will be permissible on account of revision of necessary items / any inputs prices or cost of labour etc. No escalation or arrear during the period of contract would be allowed on any account.



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5. OPENING OF BIDS:

The bids will be opened in the Office of the Mega Mission Society- Chief Minister Samagra Gramya Unnayan Yojana, in the presence of the Bidders on **31.08.2021(Tuesday)** at 3 PM. If the quotation opening date happens to be a holiday, then the next working day will be the date of opening.

6. EVALUATION:

- MMS-CMSGUY shall evaluate the bids to determine whether they are complete in all respect & whether the documents have been properly signed and whether it conforms to all the terms and conditions of the Bid Document without material deviation.
- The Financial Bids of the Bidders who qualifies in the Technical evaluation stage would be considered for Financial Evaluation.

7. AWARD OF CONTRACT

CMSGUY shall consider placement of Letter of Intent to the Bidder, whose offer have been found technically, commercially and financially acceptable. The Bidder shall within 10 days of issue of Letter of Intent, give his acceptance letter and sign an agreement of Contract which shall constitute the award of house-keeping contract on the Bidder.

- 8. PERIOD OF VALIDITY OF BIDS:** The bid shall remain valid for 120 days after the date of opening of bids.

ANNEXURE B



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SCOPE OF WORK

The broad scope of work is as outlined below: Though the items of work involved under this contract are detailed out as below, **there may be some exigencies/circumstances, where the Contractor has to perform the activities to ensure proper cleanliness in the complex, which may not find express mention herein.** As the workers of the Contractor will have accessibility to the general records of the office, it will be incumbent on the part of the Contractor and the employees under him to observe utmost discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse on this account shall be treated as violation of the contract and consequently invite / invoke punitive clause of the Quotation Document. Further, the Contractor shall be responsible for making good the damages, if done. **The workers should always wear the uniforms and name badges.**

1. DETAIL SCOPE OF WORK

i) SWEeper / GARDENER

The Sweeper/gardener has to cover the entire cleaning and upkeep of office premises. The scope of work in detail includes: -

1. Daily cleaning, sweeping and mopping of the office premises of CMSGUY.
2. Cleaning, sweeping and mopping of floors of all the office chambers / conference room / equipment room / corridors / staircases etc. to be done on daily basis on all working days or as required by the Administrative Department. Cleaning activity shall start at 8.00 A.M. so as to complete all the dusting / cleaning / mopping work before 10.00 A.M.
3. Thorough cleaning of all toilets using required detergent and by putting naphthalene balls and air purifier in all urinals / wash basins and WC area upto the end of office hours.
4. Daily cleaning and dusting of entire furniture / partitions / cabin walls / railings / name plates / doors / windows / ventilators / venetian blinds / racks / computers / telephones / curtains / attachment & fixtures like fans, tube lights, fire extinguishers etc. with dry / wet cloth, feather brush and duster.
5. Daily removing of wastage / garbage etc. and dumping it at the place earmarked by the local authority for the purpose from all the rooms / lobbies / corridors / staircases / toilets / driveways / drains / roof etc.
6. Removal of cob-webs / bee-hives from the office building and its premises.
7. Taking proper care to avoid blocking of the sewerage system.
8. Maintenance of lawns and surroundings / cutting of hedges / cutting and shaping of plants.
9. **Cleaning of Water Tank in the first week of every month.**



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10. The Contractor shall also be responsible for pest control in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver Fish, crawling Insects and Rats etc.
11. **The Contractor shall employ adult and semi-skilled/unskilled labourers only. Employment of child labourers will lead to the termination of the contract.**
12. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Assamese / English.
13. **The Contractor shall provide Identity Cards and Uniforms to the workers.**
14. CMSGUY reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any doubt about his / her integrity, conduct and character. The decision of CMSGUY in this regard shall be final and binding on the Contractor.
15. **SUPERVISION OF WORK:** The Contractor shall ensure proper supervision of the work on regular basis. The contact number of the person deputed for supervision shall be intimated to the Administrative Department, CMSGUY. Proper registers / records for the jobs carried out on daily / weekly / fortnightly and monthly basis shall be maintained by the Supervisor, which will be signed by the Administrative Department, CMSGUY, at regular intervals and finally at the end of each month.
16. **The Contractor must possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by CMSGUY.**

a) JOBS TO BE CARRIED OUT

A. ON DAILY BASIS

1. Cleaning of general toilets at least **three times daily** (at 8.30 A.M., 12.00 Noon & 3.30 P.M.) with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.
2. Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier, toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place / container.
3. Cleaning of corridors staircases and common area with phenyl in the morning and with plain water continuously.



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4. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cup-boards, air conditioners, filing almirahs, cabinets, glass-panes, computers etc. with dry / wet duster and or with suitable cleaning agent. Mopping of floors with phenyl.
5. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location.
6. Cleaning of carpets by soft brush.
7. To clean glass-panes on doors, windows & partitions with soap / cleaning agent.
8. Cleaning of chokage in sewer and pumping lines within the premises, as and when required.
9. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the Building.
10. Cleaning / removal of any type of stains of ink etc. from the building premises and staircases.
11. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
12. Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito / cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception & conference halls, lobbies, etc.
13. Maintenance of lawns & surroundings, cutting of hedges and cutting / shaping of plants.
14. Beautifying the campus through flower planting as instructed.

B. ON WEEKLY BASIS

1. Acid cleaning of sanitary-ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets / rooms, corridors with soap, detergents, kerosene / petrol or any other chemicals, automatic mopper / scrubbing machine to be used at least once in a week.
2. Cleaning of fabric upholstered sofa-sets and chairs with soap solution / cleaning agent.

C. ON FORTNIGHTLY BASIS

1. Dusting of false ceiling etc. with soft broom and cloth.
2. Washing and cleaning of driveways, parking areas and roads within the office premises.
3. Lobbies and all toilet floors and other areas, as may be directed by the Administrative Department.

D. ON MONTHLY BASIS

1. All common area floors shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of the Administrative Department.
2. Roof top to be cleaned with broom and all garbage to be removed.
3. **Cleaning of Water Tank/Filter in the first week of every month.**



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ii) PEON / MESSENGER/ OFFICE BOY

The scope of work in detail includes:

1. Daily cleaning and refilling of drinking water in water filters.
2. Upkeep of pantry, dish cleaning, making refreshments etc.
3. Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
4. They will be responsible to carry and deliver the dak within & outside the office and even to the banks.
5. They will also be responsible to perform miscellaneous work as assigned by the officer/ officials.
6. They will be responsible to ensure the cleanliness and general keep up of the Office and of the furniture, fixture and equipment.
7. Any other work assigned by the Admin Department from time to time.

iii) COMPUTER OPERATOR/ ACCOUNTANT/CLERICAL STAFF/ DRIVER

The work of the Computer Operator/ Accountant/ Clerical Staff/Driver will be assigned as and when needed.

4. PROVIDING OF WORK FORCE

The Contractor has to provide work force in sufficient numbers to maintain the building as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Administrative Department. Tentative requirement of work force to be deployed is given hereunder: -

Note: Contractor shall provide uniformed and trained personnel and use its best endeavor to provide services to the Office of the Mega Mission Society-Chief Minister Samagra Gramya Unnayan Yojana.

5. WASTE DISPOSAL MANAGEMENT

The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor will also ensure segregation of biodegradable and non-bio-degradable garbage.



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ANNEXURE C
GENERAL CONDITIONS OF CONTRACT

1. PAYMENT TERMS

Payment shall be released through crossed cheque and RTGS on monthly basis against bills after certification by the office of MMS- CMSGUY, and also after deduction of applicable taxes and other dues, if any. The bill shall be submitted by the service provider by 10th of the succeeding month. All statutory duties and taxes and others may be clearly specified.

2. PERIOD OF CONTRACT

The contract is initially for a period of one year and maybe extended at the sole discretion of CMSGUY.

3. TERMINATION OF CONTRACT: CMSGUY may terminate the contract in whole or in parts, if

- (i) The Contractor fails to provide satisfactory service within the period (s) specified in the contract or any extension thereof granted by CMSGUY.
- (ii) The Contractor fails to perform any other obligation(s) under the contract.
- (iii) The Contractor fails to make monthly payment to the workers or is found to make short payments.
- (iv) If any termination letter is issued to the contractor, and if service is not availed by the office in whole during the notice period , the payment will be made on the basis of the no. of days service availed by the office of MMS-CMSGUY .

4. CONCILIATION / ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable solution and settlement through a committee appointed by CEO, CMSGUY.

5. 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 the Courts at Guwahati.

CMSGUY reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder (s) on the ground of CMSGUY's action.



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6. CONTRACTOR'S LABOUR REGULATIONS

(i) Working Hours: - Normally working hours of a staff employed by the contractor should not exceed 8 hours a day. The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than 10½ hours on any day.

(ii) Every worker shall be given a weekly holiday normally on a Sunday irrespective of whether such worker is governed by the Minimum Wages Act or not. **Apart from Sunday, any leave taken will be considered as non-paid leave.**

(iii) The Personnel deployed for Housekeeping Services should maintain good conduct.

(iv) The Personnel engaged by the Agency shall not claim regular employment in future with MMS-CMSGUY and the agency shall mention the same in all appointment letters to be issued to their employees.

(v) **If there is any replacement of any personnel in latter stages, the name of the new incumbent along with copies of discharging certificate to be forwarded in advance.**

(v) **The agency shall submit the biodata with photographs of the personnel deployed on the first day of commencement of the agreement. The Agency will submit to MMS-CMSGUY office the police verification reports of all the personnel deployed from the date of execution of the agreement.**

(vi) The society reserves the right to delete or add or modify any of the clause in this agreement during the period of agreement.

(vii) **If any personnel takes leave, then it is the responsibility of the agency to fill the gap for those days by allotting another personnel on temporary basis.**

7. ATTENDANCE CARD-CUM WAGE SLIP: The Contractor shall issue an Attendance Card-cum-Wage Slip to each workman employed by him, which is to be maintained as follows: -

(a) The Card shall remain in possession of the worker during the wages period and shall be valid for that period.

(b) The Contractor shall mark the attendance of each workman on each day once at the commencement of the day.

(c) The Contractor shall obtain the signature of the worker on the wage slip at the time of disbursement of wages.

8. DISMISSAL / REMOVAL OF ANY WORKER EMPLOYED BY THE CONTRACTOR

The CEO of MMS-CMSGUY may require the Contractor to dismiss or remove any person or persons under Contractor's employment who may be incompetent or misconduct himself and the Contractor shall forthwith comply with such requirements.



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9. COMPLIANCE WITH LAWS AND REGULATIONS

The contractor is responsible for all statutory requirement as per state/central Govt. rules such as to implement the minimum wage act, workmen compensation act, EPF, ESI etc.

The bidder must provide self certificate that the personnel are paid not less than the wages notified under Minimum wages Act as per circulars issued by Labour and Employment Department during contract period approved at the time of signing the agreement.

10. TOOLS AND PLANTS

The Contractor shall provide at his own cost all tools, Items, appliances etc. required for proper execution of works. The Contractor shall be provided with a space during the contract period for storage of the tools and implements etc. The space so provided should be used only for the purpose for which it is provided.

11. FORCE MAJEUR

- a. In the event of either Party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the Party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b. The term "Force Majeure" as employed herein shall mean war, or hostility, acts of the public enemy, civil commotion / riots, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, Acts and Regulations of respective government of the two Parties, namely CMSGUY and the Contractor and acts of God (hereinafter referred to as events).
- c. Upon the occurrence of such cause and upon its termination, the Party alleging that it has been rendered unable as aforesaid thereby, shall notify the other Party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other Party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, CMSGUY shall have the option of cancelling this contract in whole or part at its sole discretion without any liability on its part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

12. DISCLAIMER

1. This BID DOCUMENT does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for the proposed contract. Each Bidder should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
2. Neither the bid document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful Bidder will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.



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While the Bid document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CMSGUY & its employees or advisors or agents as to or in relation to the accuracy or completeness of the bid document or any other oral or written information made available to any Bidder or its advisors at any time and any liability thereof is hereby expressly disclaimed.

4. Neither CMSGUY nor their employees shall be liable to any Bidder or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this bid document, or any matter that may be deemed to form part of this bid document, or the award of the contract, or any other information supplied by or on behalf of CMSGUY or their employees or bidders or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
5. No extension of time will be granted under any circumstances to any Bidder for submission of its bid on the grounds that the Bidder did not obtain a complete set of the bid document.
6. CMSGUY is not bound to accept any or all the Proposals & reserves the right to reject any or all the bids received without assigning any reasons. No Bidder shall have any cause for action or claim against CMSGUY or its officers, employees, successors or assignees for rejection of his bid.
7. Failure to provide information that is essential to evaluate the Bidder's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder.
8. **CMSGUY or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful Bidder or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.**
9. This bid document is not transferable.



Chief Executive Officer

Chief Minister Samagra Gramya Unnayan Yojana

CEO, MMS-CMSGUY

ANNEXURE-I
BIDDER'S PROFILE

1.	Name of the Firm/Company:	Details
2.	Address for Correspondence (Residence Proof to be enclosed)	
3.	Name of the Contact Person, Signing authority:	
4.	Contact Details: Telephone No. & Fax No. Email Address: Website:	
5.	Current Trade License Details: (Trade license to be enclosed)	
6.	Firm Registration No. (if applicable): (Registration Certificate to be enclosed)	
7.	Permanent Account No. (PAN) (Supporting Document to be enclosed)	
8.	GST Registration No. (if applicable) (GST certificate to be enclosed)	
9.	Experience in Govt./Semi Govt./PSU	
10.	Annual Turnover certificate for the last three financial years certified by a CA.	
11.	Bank Details	
12.	Types of Firm Proprietorship or Partnership:	
13.	Self-certification that the Agency /Firm has never been blacklisted by any Govt. organization	
14.	Any other details	

Full Name and signature of the Authorized Signatory:

(With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place:



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ANNEXURE-II
BID FORM

MMS/2019/256/47

Dated

From:

To:
The Chief Executive Officer,
Chief Minister Samagra Gramya Unnayan Yojana
OTI Building, Khanapara
Guwahati-781022

Dear Sir,

We, the undersigned, offer to provide the following services in Chief Minister Samagra Gramya Unnayan Yojana, OTI Building, Khanapara conformity with the conditions of contract and specifications for the same shown in the schedule of prices attached herewith and made part of this Bid;

Sl no.	Categories	Manpower
1	Highly Skilled Category	Computer Operator/ Accountant
2	Skilled Category	Clerical Staff/ Driver
3	Semi-Skilled Category	Peon/ Messenger/ Office Boy/ Guards
4	Unskilled Category	Sweeper /Gardener/ Washer man

We undertake to enter into an agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and the agreement will be binding on us. If our Bid is accepted, we agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

I /we shall submit additional documents wherever necessary for by CMSGUY. I also declare hereby that all documents and information furnished hereby are true to the best of my knowledge.

Full Name and signature of the Authorized Signatory:
(With Seal of the Firm/Company)

Designation:



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Agency/Firm's Name:
Date and Place:

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ANNEXURE-III
PRICE SCHEDULE AND RATES

(To be submitted in a separate sealed envelope)

The rates will remain fixed during the validity of the contract original / extended as per provisions of the contract.

SL. N O.	PARTICULARS	AMOUNT IN RUPEES				
	Name of the service	HIGHLY SKILLED (Accountant or equivalent to Accountant)	SKILLED		SEMI-SKILLED	UNSKILLED
			(ITI certificate holder or equivalent /clerical)	(other than ITI certificate holder)		
1	Rates as per Minimum Wage Act per person per month	As per Notification of Govt of Assam , office of the Labour Commissioner vide No. ACL/43/2004/7949-52 Dated 26 th August ,2020				
2	Service Charge/ Service Tax/ Other if any					
3	GST (if any will be paid on service charge)					
	TOTAL					

Full Name and signature of the Authorized Signatory:
(With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place:


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