



सत्यमेव जयते

GOVT. OF ASSAM
OFFICE OF THE MISSION DIRECTOR,
PMAY-HFA (U) ASSAM ::: DISPUR, GUWAHATI-6

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No. MD/PMAY/Proc/2018/91/01

Dated Guwahati, the 16th August, 2018

NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING SERVICES

(TENDER NO.1_ OF 2018-19)

Mission Director, PMAY-HFA (U) Assam invites 'Sealed Bids' for housekeeping services from reputed agencies, having capacity to provide multi-tasking and housekeeping works with the suitable and uniformed trained manpower for the office of the undersigned.

Interested parties are requested to submit Tender by hand/post along with specified documents on or before 24-08-2018 up to 2:00 PM to the office of the undersigned, after which no Tender will be accepted. Tender documents may be downloaded from the website pmayassam.in from 17-08-2018 to 24-08-2018.

In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. No tender by FAX will be entertained.

The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.

The bids are to be sent in single part – one sealed envelope mentioned on the top of the envelope as 'BID FOR HOUSEKEEPING SERVICES'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:

**Office of Mission Director,
PMAY- HFA (Urban) Assam,
Ganeshguri Dispur, Guwahati- 06**

Name of Work	Hiring of HOUSEKEEPING SERVICES for PMAY-HFA(U) Assam
Availability of quotation form	Interested Bidders can visit the office address mentioned above to collect the Bid documents.
EMD	Demand Draft/ Bankers Cheque of Rs.8,000/- drawn in favour of Mission Director, PMAY-HFA (U), Assam, payable at Guwahati
Last date & time of submission of Bids	24-08-2018 up to 2:00 PM
Bids Opening	24-08-2017 at 3:00 PM

Sd/-
Mission Director,
PMAY-HFA (U),
Dispur, Guwahati-06

**GOVERNMENT OF ASSAM
MISSION DIRECTORATE, PMAY-HFA (URBAN), ASSAM
DISPUR :: GUWAHATI-6**

**TENDER DOCUMENT FOR HIRING OF HOUSEKEEPING
SERVICES for PMAY-HFA (U) Assam**

(TO BE USED FOR HOUSEKEEPING TENDERS BY THE ELIGIBLE FIRMS)

Address for Communication:

Office of the Mission Directorate
Pradhan Mantri Awas Yojana –Housing for All (U)
2nd Floor, Directorate of Municipal Administration, Assam
Dispur, Guwahati- 06

Last Date of Bids submission : 24-08-2018 up to 2:00 PM
Bids Opening Date: 24-08-2018 up to 3:00 PM
Venue for Submission of Bid: Office of the Mission Directorate
Pradhan Mantri Awas Yojana –Housing for All (U)

NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING SERVICES

TENDER DOCUMENT

Mission Director, PMAY-HFA(U) Assam invites 'Sealed Bids' for multitasking and Housekeeping Services from reputed agencies fulfilling the criteria laid down in bid format for Technical Bid at Annexure-2. The job specifications and scope of work are given in Annexure-1. The format for Financial Bid at Annexure-4. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.

The bids are to be sent in single part – one sealed envelope mentioned on the top of the envelope as 'BID FOR HOUSEKEEPING SERVICES'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to: Office of Mission Director, PMAY- HFA (Urban) Assam, Ganeshguri Dispur, Guwahati- 06.

3. The sealed bids will be received up to 24-08-2018 up to 2:00 PM. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The bids will be opened on the same date at 3 PM in the presence of the representatives of the bidders present.

4. Earnest Money (EMD) of Rs.8,000/- (Rupees Eight Thousand only) Demand draft should be submitted along with the Bid. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a nationalized bank/Scheduled commercial bank/Bank Guarantee drawn in favour of **Mission Director, PMAY-HFA (U), Assam**, payable at Guwahati. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by Mission Director, PMAY-HFA (U), Assam.

5. The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

6. The EMD of successful bidder shall be returned after making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.

7. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

RATES AND PRICES

9.1 Bidders should quote the rates in the format given at Annexure-4. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible. Bidders are responsible for meeting all legal and statutory requirements. No onus lies with PMAY-HFA (U), Assam.

9.2 All statutory duties and taxes including GST, etc. may be clearly specified. **Price quoted shall be firm and including all taxes** whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

10. TERMS OF PAYMENT

Payment will be released on monthly basis within ten working days after receipt of bill and on certification by Administration that the services provided during the month are satisfactory.

11. TERMINATION OF CONTRACT

PMAY-HFA (U), Assam reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PMAY-HFA (U), Assam from Security Deposit or pending bill or by raising a separate claim. The decision of the Mission Director, PMAY-HFA (U) Assam will be final in this regard.

12. PERFORMANCE GUARANTEE

12.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (10 percent of the annual awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfilment of contract.

12.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the prescribed format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

12.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Scheduled Bank (as per format given in Annexure-5) which should be valid for one year from the date of award.

12.4 The bidder has to submit an undertaking as per Annexure-3.

13. FORCE MAJEURE

13.1 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.

13.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and

Regulations of respective government of the two parties, namely PMAY-HFA (U), Assam and the Contractor.

13.3 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 clause 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, PMAY-HFA (U), Assam shall have the option of cancelling this contract in whole or part at his discretion without any liability at its part.

13.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

14. No alternative offer shall be considered.

15. PMAY-HFA (U), Assam 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 PMAY-HFA (U), Assam action.

16. PMAY-HFA (U), Assam reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

17. Any clarification on the documents may be obtained from:-

**Office of the Mission Director,
PMAY- HFA (Urban) Assam,
Ganeshguri Dispur, Guwahati- 06**

18. Afterwards of Letter of Award, the Contractor is required to enter into a contract agreement with PMAY-HFA (U) on the terms & conditions as detailed in the tender document.

JOB SPECIFICATIONS AND SCOPE OF WORK

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Bids are invited for multitasking and housekeeping job at Main Office of Mission Director, PMAY- HFA (Urban) Assam or other places specified by Mission Director, PMAY- HFA (Urban) Assam.

B. BROAD DETAILS OF WORK

Broad details of the work to be performed by Multitasking & Housekeeping staff are as follow:-

1. General cleanliness & upkeep of the office and allied sections.
2. Physical maintenance of records section.
3. Carrying of files and other papers within the building.
4. Photocopying and sending of FAX etc.
5. Other non-clerical/unskilled work in the office.
6. Delivering of Dak (inside & outside the section/office)
7. Watch and ward duties.
8. Cleaning of room including washrooms.
9. Dusting of furniture, etc.
10. Jobs related to proficiency of the post.
11. Any other work assigned by Mission Director, PMAY-HFA(U) Assam.

C. PROVIDING WORKFORCE

The bidder has to provide workforce in sufficient numbers to perform the services as mentioned above to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:-

- a) Multitasking & Housekeeping Staff – **6 Nos** approx.

The bidder must employ adult and unskilled labour only. Age of the staff should be between **18 – 50 years**. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to PMAY- HFA (Urban) Assam.

A consolidated per month amount may be quoted. The bidder is responsible for meeting all statutory requirements and PMAY- HFA (Urban) Assam shall not hold any responsibility.

MULTITASKING & HOUSEKEEPING SERVICES – TECHNICAL BID

1. Details of Proprietor/Firm

a) Name _____

b) Regd. Address: _____

c) Address of Office in Assam _____

d) Contact Person's
i) Name & Designation: _____
ii) Tel No. Landline: _____
Mobile: _____
iii) Email ID _____

2. Type of Firm/Company:

Sole proprietor/ Partnership firm/ Private Ltd. /Public Ltd./Cooperative/NGO

3. PAN of Firm/Company: _____

(Please enclose attested photocopy)

4. GST No.: _____

(Please enclose attested photocopy)

5. Infrastructure Details

i) Workforce (Nos.): _____ (not less than 15 of various categories)

6. Earnest Money Details:

D.D. No. _____

Date _____

Amount - Rs.8,000/- Drawn on _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

(ON A JUDICIAL STAMP PAPER OF Rs.50/-)

UNDERTAKING

1. I/We, the undersigned certify that I/we have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding upon me/us for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other organization in India.
3. I/We give the rights to PMAY- HFA (Urban) Assam to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
4. I/We hereby undertake to provide the multitasking & housekeeping services as per the provisions in the tender document/contract agreement.
5. I/We abide by the provision of Minimum Wages Act, Contract Labour Act and other statutory provision like EPF, ESI, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. All the cleaning personnel provided for housekeeping services shall be paid Minimum wages as per Government of India/Government of Assam Minimum Wages Act, EPF, ESI and all statutory recovery & remittance shall be taken care by me/us.
6. I/We shall provide unskilled multitasking/housekeeping staff.
7. I/We do hereby undertake that neat and clean environment in PMAY- HFA (Urban) Assam shall be ensured by our Agency.

Signatures of authorized signatory

Name_____

Designation _____

Seal:

ANNEXURE-4

MULTITASKING & HOUSEKEEPING SERVICES – FINANCIAL BID

Sl. No.	Details of Scope of Work	Amount/Rs. per month (lump sum inclusive of all tax)
1	Carrying out the multitasking/ housekeeping work as per the scope of work/requirement shown in Annexure - 1 by deploying appropriate number of staff.	Rs. _____/month for each multitasking & housekeeping staff employed.

The above quoted prices are **inclusive of all taxes including GST**.

Signatures of authorized person

Name_____

Designation_____

Seal

Proforma towards Performance Security

Ref. No. _____

Bank Guarantee No _____

Dated _____

To,

**The Mission Director,
PMAY- HFA (Urban) Assam,
Ganeshguri Dispur, Guwahati- 06**

Dear Sir,

1. In consideration of PMAY- HFA (Urban) Assam, _____ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and PMAY- HFA (Urban) Assam having agreed that the Contractor shall furnish to PMAY- HFA (Urban) Assam a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all monies to the extent of Indian Rs./- _____ (in figures) [Indian Rupees/- (in words) _____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by PMAY- HFA (Urban) Assam on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by PMAY- HFA (Urban) Assam in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that PMAY- HFA (Urban) Assam at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any

security or other guarantee that PMAY- HFA (Urban) Assam may have in relation to the Contractor's liabilities.

4. The Bank further agrees that PMAY- HFA (Urban) Assam shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in PMAY- HFA (Urban) Assam against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of PMAY- HFA (Urban) Assam or any indulgence by PMAY- HFA (Urban) Assam to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of PMAY- HFA (Urban) Assam under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till PMAY- HFA (Urban) Assam discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of PMAY- HFA (Urban) Assam or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ [Indian Rupees/- (in words) _____] and our guarantee shall remain in force until _____. In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of PMAY- HFA (Urban) Assam under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of PMAY- HFA (Urban) Assam under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank (name of Bank) through its authorized officer has set its hand and stamp on this..... Day of..... 20..... at.....

WITNESS NO. 1

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name and official
address (in legible letters)

WITNESS NO. 3

(Signature)
Full name and official
address (in legible letters)
