

TENDER DOCUMENT

(Tender Notice No.HMB(B)15-31/2017-1347 Dated 15/05/2017)
HOUSEKEEPING, HORTICULTURE & GENERAL MAINTENANCE
SERVICES ETC. FOR APMCs OFFICES, KISAN BHAWAN,
MARKET & SUB MARKET YARDS IN THE STATE.

Documents System

Last date of Submission of

Tender documents: 06/06/2017: up to 5.00 P.M

Opening of Tender: 07/06/2017: 11.00 A.M

Pre-bid conference with tenderers : 24/05/2017:11.00 A.M

Evaluation of Technical bids & Opening of financial bid: 07/06/2017

HIMACHAL PRAESH AGRICULTURAL MARETING BOARD, KHALINI, SHIMLA-2

TENDER NOTICE NO.HMB(B)15-31/2017-1347

Dated: 15.05.2017

NOTICE INVITING TENDER

Sealed tenders are invited by the Managing Director, Agricultural Marketing Board from outsourcing agencies having satisfactory track record, for providing of housekeeping, maintenance services of horticulture and sanitation of office buildings/Kisan Bhawans and Market/Sub-Market Yards at various places under APMCs in the state. The tender document, terms and conditions and qualifications required can be had from the office of the undersigned, on payment of **Rs.1000/-** by demand draft, or downloaded from Board's website (**www.hpsamb.nic.in**) and Demand Draft of **Rs.1000/-** be submitted along with tender document in favour of Managing Director HP Agricultural Marketing Board Khalini payable at Shimla. The proposal complete in all respect along with Earnest Money Deposit (EMD) of Rs.50,000/- to be paid by a Demand Draft drawn in favour of Managing Director HPSAMB Khalini, Shimla be submitted in the office of the undersigned on or before 6/6/2017 till 5.00 PM.

(Dr.H.S.Baweja)
Managing Director,
HP Agricultural Marketing Board

2. SCHEDULE OF EVENTS

Issue of Tender document: 17/05/2017 (by hand/or download from website)

Pre-bid meeting with the tenderer : 24/5/2017 at 11-00 A.M

Last date Submission of Tender document: 6/6/2017 upto 5-00 P.M

Opening of Tender & Evaluation of Technical bid & Opening of financial bid: 7/6/2017 at 11-00 A.M

Award of contract (tentative): 1/7/2017

3. DEFINITIONS

Unless repugnant to the subject or context of usage, the following expressions used shall carry the meaning hereunder respectively assigned to them, namely:

- (a) The expression "Institution/HPSAMB/"BOARD" occurring in the tender document shall mean HP Agricultural Marketing Board, Khalini, Shimla-2.
- (b) APMCs means Agricultural Marketing Produce Committee under the Administrative Control of the HPSAMB.
- (c) Kisan Bhawan/Market Yard & Sub Market Yards means the premises under the control and jurisdiction of concerned APMC.
- (c) The expression "Bidder" shall mean the Tenderer who submits the tender for the work and shall include the successors and permitted assigns of the tenderer.
- (d) The expression "Contractor" shall mean the Tenderer who submits the tender for the work and selected by the Institute for the performance of the subject work, and shall include the successors and permitted assigns of the contractor.
- (e) "Incharge" shall mean Secretary APMC or any representative of APMC as the Officer-in-Charge of the work or any specified part thereof.
- (f) "Work" and "Scope of Work" shall mean the totality of housekeeping work/services and supplies of materials by expression or implication envisaged in the contract and shall include all materials, equipment and labour required for commencement, performance, provision or completion thereof.
- (g) "Contract" shall mean the contract for the work and shall include the tender document, the specifications, general or special conditions of contract, the letter of acceptance and the acceptable rates/bill of quantities in price bids etc.
- (h) "Competent Authority" shall mean the Managing Director of HPSAMB or any other Officer designated by him for the purpose of this work.
- (i) "Group" shall mean the group of APMCs formed for the purpose of this tender.

4. DOCUMENTS TO BE SUBMITTED

Technical bid: Annexure-I (Attach all documents, declaration, details etc.)

Price Bid: Annexure-II .

Declaration: Annexure III

FEE TO BE DEPOSITED (ATTACH DEMAND DRAFTS WITH THE BID DOCUMENT)

Tender fee: Rs1000/-

EMD: Rs.50, 000/-

Note: The Tender fee & EMD, Technical and Price Bid are put in separate sealed envelopes and thereafter all envelopes be put in a bigger sealed cover, super scribing Tender for Maintenance & Housekeeping of APMCs in HP.

5. TECHNICAL BID:

(A)

- | | | |
|-----------|--|---|
| 1 | Relevant experience | Minimum 5 (five) years of experience in providing housekeeping services, horticulture and general maintenance services, IN Government Offices and Guest houses. Name, address/contact details of present and past satisfactory services of minimum three clients to whom such services are being/have been extended. |
| 2 | Turn over | The annual turnover of the bidder in the last three financial year ending 31.03.2016, from outsourcing business should be 3.00 crore(Rupees three crore) and above. (Summary of annual turnover followed by Balance sheet duly attested by Chartered Accountant of the last three years upto 31.03.2016). |
| 3 | Statutory obligations (Mandatory) | Income tax return for last three years, up to 31.03.2016.
Registration under EPF Act and EPF Challans randomly.
Registration under ESI Act.
Registration under Service Tax & latest ST clearance certificate.
PAN Number.
TAN Number.
Registration under the Private Security Agency Registration Act,2011.
Labour license (Under Labour (Regulation and Abolition)Act,1970) |
| 4 | Affidavit of Non Black Listing | An affidavit on Rs. 100/- Stamp paper duly attested by Executive Magistrate/Public Notary that the firm has not been declared defaulter/bankrupt, black listed/ debarred from the bidding process by any Central/State Govt. or Public Sector Undertakings owned and controlled by the Central/State Govt. |
| 5 | EMD | 50000/- I (Rupees fifty thousand) only in the form of bank demand draft in favour of Managing Director, H.P.State Agricultural Marketing Board. |
| 6. | | Firm/Agency must have its registered office in Himachal Pradesh (copy of registration). |

NOTE: Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted with the tender document.

This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID".

(B) **FINANCIAL BID: Annexure-II**

(C) **DECLARATION Annexure- III**

6. SCOPE OF SERVICES AND WORK:

6.1 Office Building & Kisan Bhawan:

- (i) Maintenance and cleaning on daily basis of all the rooms (with toilet-cum-bath), glass window panes, venation blinds and all the fixture/furniture of office and Kisan Bhawans, shall be the duty of the contractor. The contractor will be responsible for total housekeeping and maintenance operation, horticulture, sanitation of office buildings & Kisan Bhawans.
- (ii) Floors of all the rooms and corridors will be cleaned daily with ISI mark detergent/phenyl (harmless WHO certified chemicals) and will be kept clean all the time. Carpets wherever available shall be cleaned daily by vacuum cleaner and dry cleaning will be done on the quarterly basis as per requirement. The contractor at his own expense shall arrange all consumables and cleaning material for cleaning and dry-cleaning. Mosquito repellent, anti mosquito spray/fumigation, rodent and pest control, fly/ ultrasonic repugnant etc. will be done whenever required.
- (iii) Bathroom/Toilets shall be cleaned daily and mopped up with ISI Phenyl. Air filters of split/Windows type Air Conditioners will be thoroughly cleaned. Deodorant/ oil & stain remover/room spray shall be used for better results. Liquid soap dispensers, bath soaps, tissue rolls, toilet paper, odonil, naphthalene balls, room fresher, harpic, duster, brooms and the cleaning/sanitary materials will be provided by the contractor at no extra cost.

6.2 Common **Areas:** Sweeping, moping dusting, scrubbing, , removal of fruits and vegetables wastes, cobwebs etc **of APMCs, Market Yards and Sub Market Yards.**

6.3 General Services:

- (i) Suitable horticulture services, creation and maintenance of lawns and gardens (free from weeds and trimming to stop undesirable growth) hedges, potted plants, flowering plants, seasonal flowers, flowers arrangements in reception, rooms and common areas etc. shall be done by the contractor.
- (ii) The contractor shall ensure overall general maintenance, drainage cleaning, garbage disposal (dry and wet garbage)/plastic and non-plastic waste disposal etc. in an eco-friendly manner, using protective/closed bins).
- (iii) The contractor should ensure to maintain adequate number of manpower to meet the contractual obligations and also arrange a pool of standby housekeeping staff/supervisor.

7. TERMS & CONDITIONS:

- (i) The contractor will not allow or permit his employees to participate in any union activities or agitation in the premises of the owner.
- (ii) Any theft or damages caused due to negligence of the manpower deployed shall be borne by the contractor. Appropriate amount of penalty after due consideration and hearing will be imposed by the Managing Director, or an officer nominated by him on his behalf and the same will be deducted from the monthly bills of the contractor.
- (iii) No item will be taken out of the Office/Guest House without written permission of the representative nominated by the authority. Normally no inventory be shifted from one room /place to another, without the approval of the In charge.
- (iv) Contract will be awarded to the service provider who will be considered suitable for the job on the basis of competency, mentioned in the technical bid (Annexure-I) after considering experience, credibility, infrastructure and fulfilling the government norms and overall quoted price/value (Annexure-II).
- (v) **The Managing Director, HPSAMB,** may accept or reject any or all the tenders/bids in part or in full without assigning any reason. In case of any dispute, pertaining to tender/ bids, the decision of the **Authority** shall be final and binding on the bidders.
- (vi) Tenders received after the closing date and time shall not be considered.
- (vii) While indicating the price/rates of items or services, the bidder should write the monthly value, both in words and figures. In case of dispute, or cutting/ overwriting, the amount written in words will be taken as the bid value.
- (viii) Tenderer or his authorized representative (with proper authorization letter) may choose to be present at the time of opening of tender (Technical and Price Bid).
- (ix) Tenders incomplete in any form will be rejected outright. Conditional offers will not be accepted.

- (x) No tenderer will be allowed to withdraw after submission of the tender; otherwise the EMD submitted by the tendering firm would stand forfeited. In case, the successful tenderer declines the offer of contract (or refuses to acknowledge or execute the contract/ agreement within 15 days of award of work), for what-so-ever reasons, his EMD will be forfeited.
- (xi) The contractor should not sublet the work to any other agency/contractor. No child labour should be engaged and human rights as per law shall be protected.
- (xii) Bids shall remain valid for acceptance for a period of 45 days from the date of opening of the price bid.
- (xiii) Tender fee should be enclosed separately in an envelope and attached with the Technical Bid document. E.M.D. should also be kept in an envelope and enclosed with the technical Bid document.
- (xiv) The group of APMCs as per Annexure- will be formed and housekeeping work may be assigned to more than one agency at the rate of L-1. The bidders who technically qualify shall have to opt either for entire scope of work of all groups or work of any of the group. Amount of EMD shall be computed for whole of the tender.
- (xv) The contract will be for three year in first instance and shall be further extended subject to satisfactory service. However the contract may be terminated at any stage during the currency of contract if services are not found satisfactory or breach of terms and conditions.

8. TENDER FEE AND EMD:

- (i) The tender document, terms and conditions and qualifications required can be obtained from the office of the undersigned on payment for Rs.1000/-(Rupees one thousand only) in favour Managing Director, or downloaded from Board's website" vwww.hpsamb.nic.in" and in case of download of tender the fee must be submitted along with bid failing which the tender will not be accepted. The proposal complete in all respect to be submitted along with an earnest Money deposit (EMD) of Rs.50,000/-(Rupees fifty thousand only),to be paid in the shape of Demand Draft Drawn in favour of Managing Director, HP Agricultural Marketing Board Khalini,Shimla-2.
- (ii) The EMD shall be refunded to the unsuccessful tenderer soon after finalization of the contract. It shall be refunded to the successful tenderer on receipt of performance security deposit. No interest is payable on refund of the EMD.

9. TERMS OF PAYMENT:

- (i) The contractor will be paid as per approved bid (award of contract/work order) on monthly basis after certification that satisfactory services have been rendered during the month by the APMC concerned.
- (ii) Monthly payment will be made within 15 days of submission of bills to the Secretary APMC concerned (in the name of the firm/Agency, as per award of contract and agreement) after making necessary deductions (income Tax/TDS, surcharge, other statutory taxes, losses etc.).
- (iii) The Contractor needs to provide details of his Bank Account number, name and address of the Bank, Branch Code and IFSC Code etc. to facilitate payment through Bank (e-payment process).
- (iv) If the Scope of services increases (as per written communication and record) and /or at the time of award of contract, including extensions of one year or part thereof, including complete months, after the period of contract or otherwise, same will be extended on mutually agreed terms & conditions.
- (v) The rates/price quoted by the firm will be applicable during the period of contract, In the events, the contract is extended, beyond the original period, on year-to-year basis; the escalation/escalation of rates/price of various items of work shall be considered and negotiated accordingly.

10. PERFORMANCE SECURITY DEPOSIT:

The contractor shall submit a Bank Guarantee Bond or cash equivalent in Rupees by Demand Draft (@ 5% of total contract value) in favour of "**Secretary APMC towards** performance security Deposit. The security deposit shall not carry any interest and shall be forfeited in case the contractor, who fails to discharge its duties/ commitment or whose contract is terminated pre-maturely. The security money so deposited with the Board will be released after three months of expiry of agreement period.

11. TERMINATION OF CONTRACT:

- (i) If the services of the contractor are not found satisfactory he/she will be issued three months notice for Improvement. If satisfactory improvement is not found even after this notice, a final, one month notice will be issued to the contractor to terminate the contract and after expiry of the notice period the contract will automatically cease.
- (ii) In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the contractor will be liable to be forfeited, besides annulment of the contract or other lawful action that may be taken against the contractor.

12. MISBEHAVIOUR OF EMPLOYEES:

The employees of the contractor shall maintain strict discipline and not use any violent, obscene or offensive language while inside the premises. Smoking and consuming alcohol inside the premises is strictly prohibited. In the case of misbehavior, **Authority has** the right to terminate the contract. It will be mandatory for the contracting agency to brief their personnel in advance and apprise them of the conduct, expected from them. Nothing prevents the **Authority to** even advise the contractor about any such issue, or any erring personnel engaged by the contractor, which warrant urgent action, in the interest of work and its fast disposal.

13. PENALTY:

Deduction on account of unsatisfactory services and improper housekeeping of office building, Kisan Bhawan, market yards, common places/ facilities etc., will be made from the monthly bills. The recovery will be decided by the **Secretary APMC** concerned.

14. SCOPE OF EXTENSION OF WORK:

In the event **the Board** is satisfied with the working and performance of the Contracting Firm/Agency and its professional outlook in maintaining the house keeping services, ***It can extend the period of contract on yearly basis after expiry of initial period of contract.***

TECHNICAL BID: ANNEXURE-I

Sr.No.		Attach relevant documents	
1.	Relevant experience	Minimum 5 (five) years of experience in providing housekeeping services, horticulture and general maintenance services, IN Government Offices and Guest houses. Name, address/contact details of present and past satisfactory services of minimum three clients to whom such services are being/have been extended.	
2.	Turn over	The annual turnover of the bidder in the last three consecutive financial year ending 31.03.2016, from outsourcing business should be 3.00 crore (Rupees three crore) and above. (Summary of annual turnover followed by Balance sheet duly attested by Chartered Accountant of the last three years up to 31.03.2016).	1.2013-14: 2.2014-15: 3.2015-16: Total:
3.	Statutory obligations (Mandatory)	Income tax return for last three years, up to 31.03.2016. Registration under EPF Act and EPF inspection report along with Challans randomly for June, December, 2016 & March, 2017. Registration under ESI Act. Registration under Service Tax & latest ST clearance certificate. PAN Number. TAN Number. Registration under the Private Security Agency Registration Act, 2011. Labour license (Under Labour (Regulation and Abolition)Act,1970)	
4.	Affidavit of Non Black Listing	An affidavit on Rs. 100/- Stamp paper duly attested by Executive Magistrate/Public Notary that the firm has not been declared defaulter/bankrupt, black listed/ debarred from the bidding process by any Central/State Govt. or Public Sector Undertakings owned and controlled by the Central/State Govt.	
5.	EMD	50000/- 1 (Rupees fifty thousand) only in the form of bank demand draft in favour of Managing Director, H.P.State Agricultural Marketing Board.	
6.	Registered office	Firm/Agency must have its registered office in Himachal Pradesh (copy of registration).	

NOTE: Bidders must submit the documentary proof in support of meeting the minimum qualification criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted with the tender document.

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ANNEXURE-II

PRICE BID

FORMAT TO BE FILLED BY THE AGENCY TENDERING FOR HOUSEKEEPING, HORTICULTURE & GENERAL MAINTENANCE SERVICES ETC. FOR APMCs OFFICES, KISAN BHAWAN, MARKET & SUB MARKET YARDS IN THE STATE.

1. Tender No _____ dated _____

2. Name of work: Housekeeping & Maintenance Operation. (Group of APMCs) Please tick.

Group A: Shimla, Kullu, Sirmour, Solan & Bilaspur.

Group B: Mandi, Hamirpur Kangra, Chamba & Una.

All

2. Name of the Firm /Bidder _____

3. Address _____

4. Phone/Fax/Mobile/E-mail _____

Sr.No.	Description of work	Rate (per sqmt.)(Rs,)	Rates in Words
1.	Housekeeping office building & Kisan Bhawan		
2.	Market yards, Horticulture & General Services		
3.	Service Tax		

Seal of the Firm

Signature of the Authorized Signatory

Place:

Date:

Note: This is to be submitted in a separate sealed envelope super scribing "FINANCIAL BID".

ANNEXURE-III

DECLARATION

- I, _____ Son/ Daughter of Shri.....Proprietor/partner/Director/Authorised
2. Signatory of M/s....., is competent to sign this declaration and execute this tender document.
3. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
5. I/we /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 Authorized Person

Date:..... Full Name:.....

Place..... Company Seal:.....

Note: The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the Technical Bid document.

**H.P.State Agricultural Marketing Board,
Vipnan Bhawan Khalini, Shimla-2**

NO.HMB(B)15-31/2017

Dated:

From

**Managing Director,
H.P.State Agricultural Marketing Board,
Vipnan Bhawan,Khalini, Shimla-171002**

To

**The Director
Information and Public Relation Department,
Shimla-2**

Subject: Publication of Tender Notice

Sir,

Please find enclosed herewith tender notice regarding outsourcing of housekeeping services at various places in Himachal Pradesh to be published in English and Hindi daily news paper as under:

Sr. No.	Name of News Paper	Date of publication
1	Amar Ujala	17.5.2017
2	Divya Himachal	17.5.2017

You are, therefore, requested to ensure the publication of the tender notice on date as stipulated above. The bill in duplicate along with copies of publications be sent for payment please.

Thanking You.

Yours faithfully.

(Dr. H.S.Baweja)
Managing Director,
HPSAMB Shimla.

Dated

Endst. No. As above.

Copy forwarded to the editor Giriraj, H.P. Govt. Press Ghora Chowki, Shimla-5 for similar necessary action please.

(Dr. H.S.Baweja)
Managing Director,
HPSAMB Shimla.

HIMACHAL PRAESH AGRICULTURAL MARETING BOARD, KHALINI, SHIMLA-2
TENDER NOTICE NO.HMB(B)15-31/2017

Dated:

NOTICE INVITING TENDER

Sealed tenders are invited by the Managing Director, Agricultural Marketing Board from outsourcing agencies having satisfactory track record, for providing of housekeeping, maintenance services of horticulture and sanitation of office buildings/Kisan Bhawans and Market/Sub-Market Yards at various places under APMCs in the state. The tender document, terms and conditions and qualifications required can be had from the office of the undersigned, on payment of **Rs.1000/-** by demand draft, or downloaded from Board's website (**www.hpsamb.nic.in**) and Demand Draft of **Rs.1000/--** be submitted along with tender document in favour of Managing Director HP Agricultural Marketing Board Khalini payable at Shimla. The proposal complete in all respect along with Earnest Money Deposit (EMD) of Rs.50,000/- to be paid by a Demand Draft drawn in favour of Managing Director HPSAMB Khalini, Shimla be submitted in the office of the undersigned on or before 6/6/2017 till 5.00 PM.

(Dr.H.S.Baweja)
Managing Director,
HP Agricultural Marketing Board

HIMACHAL PRAESH AGRICULTURAL MARETING BOARD, KHALINI, SHIMLA-2
NO.HMB(B)15-31/2017

Dated:

OFFICER ORDER

A committee under the chairmanship of Managing Director, HPSAMB comprising following member is hereby constituted to prepare and finalize the tender process for housekeeping and maintenance operation of office buildings and market/sub market yards under APMCs in Himachal Pradesh:

1. Deputy Controller (F&A)
2. Sr. Marketing Officer,
3. Divisional Accountant,
4. Sh. Arvind Sharma J.E (HQ)
5. Sh. Dev Raj Kashyap, Secretary APMC, Dhalli

The committee will meet as per requirement of tender process from time to time.

(Dr.H.S.Baweja)
Managing Director,
HP Agricultural Marketing Board
Dated:

NO.HMB(B)15-31/2017

Copy forwarded to:

1. All the committee members for compliance.
2. All the Secretaries, APMCs in Himachal Pradesh for information. The tender document can be viewed at Board's website.

(Dr.H.S.Baweja)
Managing Director,
HP Agricultural Marketing Board