

Maharashtra State Electricity Distribution Co. Ltd.

| Tender Details | | 10-06-2024 04:38:47 |
|---|---|---------------------|
| Tender Code | EE/BND/TENDER/T-06/2024-25 | |
| Tender Type | Works Tender | |
| Type Of Bid | Two Bid | |
| Description | Annual contract for work of providing and carrying out daily general housekeeping work at Administrative Building, (Bhandup Division office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M.V. Shinde Marg, Bhandup (West). | |
| Estimated Cost (In Lakhs) | 4 | |
| Basis of prices | NA | |
| Tender Validity | NA | |
| Delivery Requirement (In Months) | NA | |
| Tender on rate contract basis | NO | |
| Tender Fee (In INR) | 500 | |
| GST In INR (@18% on Tender Fee: SAC No. | 90 | |
| Total Tender Fee Amount including GST in INR. | 590 | |
| Contact | Shri S R Nagre , 9930269554 ,ee.bhandup.78@gmail.com | |
| Pre-Qualifying Req | As mentioned in tender | |
| Budget Type | Revenue | |
| Scheme Code | NA | |
| Scheme Name | NA | |
| Department | Distribution Department | |
| Office Type | DIVISION | |
| Location Type | Bhandup Division | |
| Designation | Additional Executive Engineer(Distribution) | |
| Pre-Bid Meeting Address | Office of the Executive Engineer, Ishwar Nagar, M.V. Shinde Marg, Bhandup West, Mumbai - 400 | |
| Bid Opening Address | Office of the Executive Engineer, Ishwar Nagar, M.V. Shinde Marg, Bhandup West, Mumbai - 400 | |
| Version No | 1 | |
| Call for Deviation | NO | |
| Is Annexure C1 Applicable | NA | |
| Is Manufacturer Applicable | NO | |
| Is Trader Applicable | NO | |
| Minimum % of Offered Quantity | NA | |
| Is Power Supplier Applicable | NO | |
| Tender Sale Start Date | 10-06-2024 16:45 | |
| Tender Sale End Date | 17-06-2024 18:00 | |
| Bid Start Date | 10-06-2024 18:30 | |
| Bid End Date | 17-06-2024 23:00 | |
| Pre-Bid Meeting Date | 13-06-2024 11:00 | |

| | |
|----------------------------------|------------------------|
| Techno-Commercial Bid opening on | 18-06-2024 11:00 |
| Price Bid opening on | Will be declared later |
| Annexure C1 Opening Date | NA |
| Winner Selection Date | Will be declared later |
| Can Bidder Opt EMD Exemption | Y |



**OFFICE OF THE EXECUTIVE ENGINEER
ISHWAR NAGAR, M V SHINDE MARG,
BHANDUP (WEST), MUMBAI – 400 078.**

TENDER NO.EE/BND/TENDER/T-06/2024-25

(TECHNICAL BID)

**ANNUAL CONTRACT FOR WORK OF PROVIDING AND CARRYING OUT
GENERAL HOUSEKEEPING WORK AT “ADMINISTRATIVE BUILDING”,
(BHANDUP DIVISION OFFICE, ISHWAR NAGAR SUBDIVISION OFFICE
AND ISHWAR NAGAR SECTION OFFICE) & PREMISES AT ISHWAR
NAGAR, M V SHINDE MARG, BHANDUP (W)**

Bid Submission date on 17.06.2024 upto 23.00 Hrs

Tender will be opened online at 11.00 hrs. on 18.06.2024

E.M.D. ₹ 4,000/-

ESTIMATED COST ₹ 4.00 Lacs

Price ₹ 590/- Per copy (including GST)

O & M Bhandup Division

Annual contract for work of providing and carrying out daily general housekeeping work at Administrative Building, (Bhandup Division office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M.V. Shinde Marg, Bhandup (West).

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LETTER TO TENDERER

M/s _____

Dear Sirs,

Please quote your competitive rates for the **“ANNUAL CONTRACT FOR WORK OF PROVIDING AND CARRYING OUT GENERAL HOUSEKEEPING WORK AT “ADMINISTRATIVE BUILDING”, (BHANDUP DIVISION OFFICE, ISHWAR NAGAR SUBDIVISION OFFICE AND ISHWAR NAGAR SECTION OFFICE) & PREMISES AT ISHWAR NAGAR, M V SHINDE MARG, BHANDUP (W)”**, as per Schedule and return the tender document duly filled-in, signed on each page. It is also requested to note the "Instructions to the Tenderers" before submitting the offer.

The area of operation shall be Bhandup Division.

Yours faithfully,

**Executive Engineer
M.S.E.D.Co.Ltd.
O & M Bhandup Division**

Date:



O & M Bhandup Division

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INSTRUCTION TO TENDERER

- 1) Two Bid – E-tenders are invited for providing and carrying out daily general housekeeping work.
- 2) **Name of Work: Work of providing and carrying out daily general housekeeping work at “Administrative Building, (Bhandup Division Office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M V Shinde Marg, Bhandup (W).**
- 3) **Period of contract:** 12 months
- 4) **Bidder against whom FIR is lodged by any MSEDCL offices, cannot be participate in this tender. Such bidder will be disqualify for tender immediately at any stage if such kind of information available to this office.**
- 5) Brief scope of work: Work of providing and carrying out daily general housekeeping work at “Administrative Building”, (Bhandup Division Office, Ishwar Nagar subdivision office and Ishwar Nagar Section office) & premises at Ishwar Nagar, M V Shinde Marg, Bhandup (W) as per schedule.
- 6) Area of operation: Locations as per schedule.
- 7) Estimated cost of Tender: **Rs. 4.00 Lacs** + GST
- 8) EMD of 1% of the Tendered value, subject to Minimum of **Rs.4,000/-** to be paid online or in the Office of Executive Engineer, Bhandup Division, in the form of Cash/ Demand Draft in favour of Executive Engineer, MSEDCL payable at Bhandup and the receipts of the same should be uploaded along with the documents of qualifying bid. Tenders submitted without receipt of EMD are liable to be rejected. Interest shall not be paid on E.M.D. Earnest Money Deposit shall be forfeited in case-
 - i) The tenderer withdraws the tender/offer during the validity period or-
 - ii) The tenderer fails to pay the Security Deposit if the contract is awarded.
- 9) Tenders will be opened, online on given date at the above office.
- 10) The successful tenderer will have to pay security deposit amounting to 10% of the value of the contract by Cash/D.D. The amount of security deposit shall be refunded only after completion of the contract period of one year.
- 11) Tenderers must submit their offers in the schedules appended with the rates in figures and in words and each schedule duly signed. Any schedule not bearing the signature of the contractor on all documents accompanying the tender is liable to be rejected. Rates quoted for each item should be reasonable. Only one rate should be quoted for each item of work. In case dual rates are offered for the same item, the offer is likely to be rejected. Tenderers should not offer rates for items not covered in the schedules. Discount on any account such as

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quantitative discount, payment discount etc. will not be entertained. As such, rate should be on firm quotation basis.

- 12) Special attention is invited to requirements that all corrections must be dated, initiated by the tenderer and that all the pages should bear the full signature of the tenderer at the foot of each page and each schedule should bear the seal of the tenderer.
- 13) Tenders which do not fulfil all or any of the above conditions or incomplete in any respect is liable to be summarily rejected.
- 14) Before submitting their tendered rates for the Annual Contract, the tenderer shall examine closely all documents which form part of the contract to be entered into.
- 15) The submission of a tender by a tenderer implies that he has read these instructions, the conditions of contract etc. The Company will not, however, after acceptance of the contract rate, pay extra charges for lead or for any other reasons in case the tenderer is found later on to have misjudged himself.
- 16) The undersigned reserves the right to reject all or any of the tenders without assigning any reasons, whatsoever for the rejection of any tender or all tenders also shall not be bound to accept the lowest offer since the acceptance shall depend upon past performance and experience.
- 17) Tenders shall remain open for acceptance subject to the provisions of Clause above for a period of 90 days from the date of opening of the tender and during this period, no tenderer shall be allowed to withdraw his tender. Any such withdrawal during the said period will entail forfeiture of the Earnest Money deposited with the Tender.
- 18) If the tenderer has any doubt about the meaning of any portion of the tender, he should at once ask clarification from Executive Engineer (Bhandup) in writing in any case at least five days before the due date. Additions or alterations in the tender form/ conditions etc. by the Tenderer are not permissible. Tenderer should either quote his item rates for the works described in the Schedules or write the words 'RATE NOT QUOTED' against concerned items.
- 19) General conditions of the Annual Contract for work are as per Annexure which shall form part of the contract.
- 20) The contractor should have their office/Contact person in area under Bhandup Division. The address along with the name of contact person and Telephone number should be furnished along with the offer.
- 21) Any Taxes on material / works or on transfer of property in goods involved in the execution of work contract or any other material or on furnished any



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fabricated material or work shall not be separately paid as an addition to the Tender rates by the Company. The rates for several items of work indicated are deemed to include all local and general taxes, excise duty etc. Tenderer should attach a certified photocopy of GST Registration certificate

- 22)** Income Tax & other Taxes as applicable from time to time will be deducted from the bills of the agency.
- 23)** The contractor on placement of the work order enumerating the contract condition shall within the prescribed period have to execute a written agreement on the prescribed standard form as per Company's Rules. The regular stamp fees etc necessary for completing the agreement shall have to be borne by the contractor.
- 24)** The Contractor shall not entrust the work on sub contract, transfer or assign the contract or any part thereof to any other party without consent/permission from Executive Engineer, MSEDCL. In case if it is not followed it will be treated as breach of contract and will be terminated at contractor's risk and cost.
- 25)** In case of any dispute arising out of this contract, the decision of the Executive Engineer, MSEDCL, Bhandup will be final.
- 26)** The Executive Engineer, Bhandup Dn reserves full rights to terminate the contract by giving 15 days notice without assigning reasons thereof.
- 27)** In the event of any fraud in through any method which directly affect MSEDCL revenue, it will be presumed as criminal misconduct by agency and accordingly FIR will be lodged against the agency as per provision of Electricity Act as well as relevant section of IPC.
- 28)** The contractor shall obtain insurance policy such as CAR/TCE/EAR from the insurance company approved by Director of Insurance, G.o.M. If the directives are not followed by the contractor, MSEDCL will recover 1% of contract value & deposit the same with Director of Insurance, Govt OF Maharashtra, Mumbai.
- 29)** The company reserves the right to accept and admit any paper / documents which were necessary but remained to submit/upload by the bidder. In this respect, the company will have un-disputed discretionary powers to accept such papers / documents after opening of technical bid.

**Executive Engineer
M.S.E.D.Co.Ltd.
O & M Bhandup Division**



O & M Bhandup Division

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IMPORTANT

The Bidder shall submit his offer in two parts.

Part No.1 Technical Bid
No.2 Price Bid

Part No.1: Technical bid shall have attested copies of following valid documents –

1. GST Registration
2. Registration under Provident Fund Act (If applicable)
3. Registration under employee Insurance Act (If applicable)
4. Labour Contract License (If applicable)
5. Registration under shop & establishment Act
6. Experience: The Bidder should have executed similar work either
 - 1) One work order/contract (denotes executed only) equivalent to at least 20% of the estimated cost of the tender or
 - 2) Two work orders/contracts (denotes executed only) together equivalent to at least 25% of the Tender Estimated Cost or
 - 3) Three work orders/ contract (denotes executed only) together equivalent to at least 30% of the Tender Estimated Cost of the tender in MSSEDCL/any sector, during last preceding five financial years from 2019 onwards (Bidder should note that the actual value of work executed during the preceding five financial years mentioned herein shall only be considered)

(Note: Submission of only order copies in support of the stated experience without the work completion certificate from concerned authorities will not be counted as experience and also will not be considered for evaluation purpose).

7. Receipt of Money Paid towards E.M.D & Tender Fees.
8. Income Tax return, profit/ loss statement and balance sheet for last 3 yrs.
9. Annual Turnover: The bidder should have an average annual of last 3 financial year should be 30% Of the estimated cost of the tender. The bidder shall enclose a copy of the turnover certificate certified by the Chartered Accountant.

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Part No.2: Price Bid shall have only Tender Document properly filled, quoting your rates.

Initially while opening the Tenders, the Part No.1 i.e. Technical Bid will be opened first. The Commercial Bids of only those bidders who have qualified in the Technical Bid will be opened. For qualification, copies all the documents mentioned above are required.

**EXECUTIVE ENGINEER
O & M DIVISION, Bhandup**

The company reserves the right to accept and admit any paper / documents which were necessary but remained to submit/upload by the bidder. In this respect, the company will have un-disputed discretionary powers to accept such papers / documents after opening of technical bid



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SPECIAL CONDITIONS OF CONTRACT

These special conditions of contract supplement the instructions to Tenderers and the General conditions of Contract as stated in booklet of Tender and Contract for works as applicable to works contract and shall be considered as part of the contract document. Where the provisions of these special conditions are at variance with the General conditions of Contract, these special conditions shall prevail.

1. Water Supply

The water required for the work shall be supplied free of cost from the taps in nearby toilets.

2. Electrical Supply

Electrical Energy will be supplied if required to the contractors for the work, free of cost.

3. Cleaning Material, Tools, Plants and Machinery:

All Cleaning Material (Cleaning powder, Soaps, Phenol/ any other cleaning liquids, brush, bucket, floor cleaning kit, Zadu, Napkins/ kapada etc), tools and plants required for the work shall be brought by the contractor to the site. Contractor shall give separate list of tools and plants to be deployed in the work along with the tender documents.

4. Royalties etc.:

All charges, such as Sales Tax, royalties, octroi and other duties for materials obtained for the works and of fabricated materials, if any, shall be borne by the contractor as also all tolls, local and other taxes etc. Royalties for material removed shall be payable by the contractor. All amounts due to this account (royalties' taxes etc.) shall be paid directly to the Authorities concerned by the contractor, or if not paid will be recoverable from the money due to contractor, if so required by the authorities. The contractor will not be entitled to any refund on this account. However service tax if paid to the Government against this contract will be reimbursed on submission original receipts.

5. Time is the essence of contract:

Time being the essence of the contract, the various items of work shall be carried out strictly as per the frequency decided or as directed by the Engineer-in-Charge or his authorized representative.

6. Working hours:

The working hours shall be fixed by the Engineer-in-charge shall be different for different locations. The workers engaged shall wear approved uniform while working inside the premises.

7. Suitability of Technical and Skilled Personal:

The contractor shall keep full time qualified and experts personnel in the House keeping field at site. The representative at site shall be fully authorized to receive and comply with such instructions as are given by the Engineer in charge. The names of the personnel with their qualification and experience shall be intimated by the contractor. If and when the



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Personnel is changed the name and qualifications and experience of the new incumbent shall also be immediately reported to the Engineer-in-charge.

The contractor shall also provide the required number of skilled and unskilled workmen for each class of work and the Engineer in charge shall have the right to satisfy the removal of any personnel skilled or unskilled workmen who in his opinion is considered to cause bad workmanship in the execution of the work or to cause indiscipline.

8. Security Regulations:

The contractor shall strictly comply with the Security Regulations in force at Site.

9. Subletting of Contract:

The contractor any part thereof shall not be assigned or sublet without the written permission of the Executive Engineer, MSEDCL, Bhandup Division. In case such a permission is granted, the responsibility of executing the work according to the specifications and within the stipulated time shall entirely rest with the main contractor.

10. Payments:

The contractor shall cover their employees under the P.F. Act under his own Code No., E.S.I. or group insurance Code and shall submit a proof of remittance made every month for the workers covered under the Act to the respective authorities along with the monthly bills.

11. Death, Bankruptcy, Breach of Contract etc.:-

Should the contractor die or become insolvency or bankrupt have a receiving order made against him or compound with or make any proposal for carrying on his business under inspection or for the benefit of his creditors or commits an act of insolvency or bankruptcy or being a Corporation pass a resolution or be ordered to be wound up or have a receiver of its business appointed or commit any breach of contract, the Company shall be entitled forthwith by notice in writing, to contractor or his legal representative to determine the contract and the Company may in that event complete the contract in such time and manner and by such persons as the Company shall think fit at the risk, cost and liability of the contractor.

12. Instructions:

The contractor shall execute all the work according to the specifications / instructions even though such works are not specifically shown or described therein. The contractor shall carry out the work in every respect in accordance with the directions and to the satisfaction of Engineer in charge. The contractor shall forthwith comply and duly execute any work comprised in the said instructions provided, always, that verbal instructions, directions and explanations given to the contractor shall if involving any variations, be confirmed in the matter by the contractor within 14 days from issuance of such instructions.

13. Reductions from contract price:

The amount of any costs, damages or expenses or other sums which under this or any other contract is payable by the Contractor to the Company may be deducted by the Company from any money due or becoming due by the Company to the contractor under the



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same or any other contract, without prejudice to the Company's rights to recover the same by ordinary progress of law.

14. Certificate not to effect rights of the Company or Contractor's obligations:

No certificate of the Engineer in charge nor any sum paid on account by the Company nor any extension of time for the works shall affect or prejudice the Contractor's obligations for the due performance of the contract or be interpreted as approval of the work done or of the materials supplied and no certificate shall create liability on the Company to pay for alterations, amendments, variations or additional work not ordered in writing by the Engineer in charge or discharge the liability of the contractor of the payment of damages whether due, ascertained or certified or not or any sum against the payment of which he is bound to indemnify the Company nor shall any sum paid on account or otherwise affect or prejudice the obligations of the contractors to the Company.

15. Non exercise of rights and contractor's liability:

In any case in which any of the powers and rights conferred upon the Company shall have become exercisable and the same shall not have been exercised the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and such powers shall, notwithstanding, be exercisable, in case the default by the contractor for which under any clause or clauses hereof he is declared liable to pay compensation and the liability of the contractor for past and future compensation shall remain unaffected.

16 Power to vary or omit work:

In any case in which the contractor has received instructions from the Engineer in charge as to carrying out the work, which either then or later will, in the opinion of the contractor involve a claim for an additional payment, the contractor shall as soon as reasonably possible after the receipt of the instructions of aforesaid, advise the Engineer in charge to that effect in writing and in any case within a month of receipt of such instructions.

17. Contract and Labour Act:

The contractor shall abide himself and fulfill all obligation enforceable under Enforcement of contract labour (Regulation and Abolition) Act 1970 and absolve the Company entirely. In case the contractor has not fulfilled all the obligations under this contract at the time of tendering, his tender is not likely to be considered. Even after award of the contract, at any stage it is observed that any of his obligations under the act are not fulfilled, in addition to the action being taken in accordance with the provisions of the act, the contract may be cancelled and deemed as having been abandoned by the contractor and action taken suitably in accordance with the terms of the contract.

18. Inspection:

The Engineer in charge or his authorized representative shall have full liberty at all times to visit, inspect, examine and test workmanship and material and may reject any all workmanship which may be defective and remove such personnels which may cause defective workmanship.



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19. Damage to the other structures and plant:

The Contractor shall be responsible during the course of his work for any damage caused to other installations either of the department or the public. In case of any damage or loss to the company's material, receipts and appropriate cost of the same will be recovered from the contractor's bill or S.D.

20. Compliance with Government/Local/M.S.E.D.CO.LTD. Regulations:

The contractor must ensure strict adherence to all the safety regulations of M.S.E.D.Co.Ltd. and should execute every job with due care and caution and strictly observe all the recognised safe practices in doing the job. Whatever equipment the contractor might bring in the premises, in pursuance of execution of his job such as scaffolding materials, ladders, etc., must be strong, rigid and safe for his employees to stand on, climb and work. Personal protective equipment such as safety belts and other equipments as found necessary for protection of life and limbs of Contractors employees will have to be provided by Contractor or his Supervisor, this will be considered as a serious violation of the main contract terms and will be dealt with by M.S.E.D.Co.Ltd. in the manner laid down for serious violation of such terms. It would be open for the M.S.E.D.Co.Ltd. to terminate all future contracts with any contractor who has been violating this safety clause three times in a year. M.S.E.D.Co.Ltd. will not be responsible for any injury sustained by the Contractor's workers during the performance of the above Contract, for any damages or compensation due to any dispute between Contractor and his workers. All liabilities arising out of any provisions of labour Acts/Enactments hereto in force shall be of Contractor's responsibility. Any expenditure incurred by the M.S.E.D.Co.Ltd. to face the situation arising out of the negligence of the contractor and will be recovered from his dues and running bills.

21. SAFETY PRECAUTIONS:

The Contractor shall be solely responsible for the safety of the labours and their employees including payment of compensation in case of accidents or any mishaps etc and also safety of the public during the course of work.

22. INSURANCE

Without limiting his obligations and responsibilities under various clauses of these Special Conditions of Contract " the contractor shall insure and keep insured during the contractual period including extensions there to and the stipulated maintenance period or till the work is handed over to the Company as stipulated elsewhere in this specification, whichever is later, in addition to the insurances required to be taken out under any of the Central, State and Local Laws, also for the eventualities of all types of accidents, fire, riots, sabotage and natural Calamities.

**Executive Engineer
M.S.E.D.Co.Ltd.
O & M Bhandup Division**



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TECHNICAL SPECIFICATIONS

1. Cleaning by Wet Process:

A) Tiles Floors: (Marble mosaic, china mosaic, mosaic situ or any other tiles).

The floor should be first swept by broom preferably of soft bay, after closing windows and switching off the fans and the dust/paper waste etc. be removed from the dust bins. The floor should then be sprinkled with an approved quality of cleaning powder in proportions as directed by the manufacturers (such as Vim etc.). Sufficient quantity of clean water be then spread over the floor area by hand so that the floor when scrubbed with a plastic wire brush would become uniformly covered with thin film of the wet cleaning agent. The floor should then be rubbed by hand in all surfaces including corners and skirting by plastic brushes for five minutes by pouring more amount of water. The waste water should then be removed by a coir broom at one corner and removed by cloth through buckets for disposal through toilet drains on the floor. The floor should finally be swabbed clean with the help of dry cloth when semi moist.

B) Stone floors:

- a. Floors provided with marble, kotah, granite etc. are included in this category. The procedure for cleaning will be the same as in (1) above.
- b. The floors provided with Red Mandana and cement concrete road are included in this category. These floors will be cleaned with the help of water flowing through a garden hose 1" diameter by using vertical fan-on-a handle type coir brooms and ordinary coir brooms. Any oily patches will be cleaned by using petrol soaked waste-cotton. A solution of dilute hydrochloric acid (2%) will be made in through of capacity ten litres and thrown on the floor in front of the running water by means of small plastic jugs at intervals. Finally, all the waste matter will be removed by brooms into the storm water drains. Care should be taken to remove waste papers, grit, sand, metal, broken pieces of glass, garden earth or branches of plants before commencing the cleaning work.

C) Stone Dado for Walls, Columns partitions and sills:

In a small plastic dish, quantity of about ½ kg of approved cleaning powder will be taken small quantity of moist waste cotton should be pressed against the powder or dipped into a liquid paste of the powder and rubbed against the dado or vertical surface and sufficiently scrubbed to cover all visible surfaces for about two minutes. Then a bucket full of clean water should be taken and the surface be swabbed at least three times with a fresh piece of cloth and the clean water.

D) Glasses and Mirrors:

The surface should be sprinkled with an approved quality glass cleaning agent. Alternatively this solution can be prepared by using balancing powder, lime and oxalic acid or dilute hydrochloric acid. This solution should be applied to the surface by spraying and should be spread over the entire surface of the glass by waste cotton or cloth. This should then be allowed to dry for five minutes. A fresh dry cloth or waste cotton should then be rubbed over the surface to wipe the surface and then finally sponged clean by a piece of sponge



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by hand if the surface is accessible by hand or by a sponge fitted to a bow or handle if the surface is remotely accessible.

Note:

The Window glasses are provided sun control film from inside and care shall be taken while cleaning not to spoil the film. If the film is damaged during cleaning same will have to be replaced by contractor at his cost.

- E) **Toiletry:** Chromium plated toilet fittings, ceramic warte (such as wash basins, urinals, W.C. pans, Soap Holders, Paper Roll holders).

The visible glazed plated surfaces should first be applied a thin paste of approved quality cleaning powder and rubbed uniformly with the help of plastic waste cotton or brush for about half a minute. Clean bucketful of water be then taken and the surface cleaned again with cloth and a plastic tumbler. The water in the bucket replaced when it becomes dirty. The chromium plated fittings should finally be wobbled dry with the help of dry cloth.

- F) **Carpets:** (Cleaning the carpets at site with the process).

The carpet shall be first Vacuum cleaned with help of Vacuum cleaner. Carpet shall then be shampooed with approved shampooing machine and allowed today overnight for drying. The dried carpet shall be vacuum cleaned next day.

If the carpets to be cleaned through carpet cleaning agencies, then these shall be approved cleaners such as Diana Eclips, Band Box, Garment Cleaners etc.

2. Cleaning by dry Process:

A) Dusting: (Sweeping)

i) Dusting Office floors: This should be done with the help of brooms of soft hay. First the waste paper that may be fallen on the floor should be removed manually. Then exhaust fans circulating, ceiling, pedestal or table fans, air conditioners etc. should be stopped. The floor should then be cleaned of all dust by means of soft hay brooms. The patches on floors, if showing stains of oil, spiled, tea, coffee, drinks, spitings, ink etc. should be removed by wet cleaning as per specifications.

- ii) Dusting of furniture, walls, panellings, doors and windows, storage racks, Cup Companys, partitions and cabinets.

The surfaces should be first observed before starting leaning by dusting. The placement of articles on tables such as table calendar, ink stand, call bell, paper weights, table clocks, penholders, files, letter trays and such other articles if any should be exactly the same after cleaning as it was before cleaning. This aspect of the service is extremely important and should therefore be meticulously observed. The location and placement of chairs and the furnitures in general should not be altered. A woolen or metal rod provided with sufficient number of small pieces of good cloth or rags at one end should be used for dusting. The surfaces should be lightly bitten by the bunch of the cloth rags by one man and subsequently rubbed very softly by means of a special cotton wool cloth with velvet or satin finish fibres. Care should be taken not to damage the polish or finish of the furniture. Any visible stains on the furniture such as spurted ink, drinks, or any other liquid should

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be removed by wet cleaning process as specified. The articles on a table as enumerated herein above should first be lifted before dusting and replaced where they were an after cleaning is completed. The walls and storage racks upto a height of 7'0" need only be cleaned by the cloth-on-a-handle duster as explained herein.

iii) **Dusting of staircase and flooring:**

First all loose waste material, such as waste paper, envelopes, boxes, peelings of fruits, wood shavings, pieces of waste wood, match boxes, cigarette stubs, pins, clips, waste file covers, rags, plant leaves etc. should be manually removed in a bin. Then the floor be cleaned by dusting with the help of broom of coconut straw. Any wet dust, spitting etc. should be removed by means of coil brush on a bamboo handle and cleaned again by means of wet cloth and fresh water.

A portable compressors supplying compressed air at a pressure of 2 lbs/in with a brass jet on 50 meter ½" dia rubber pipe will be employed for this purpose. The surfaces will be then cleaned with the help of a jet of compressed air as directed. Care should be taken not to damage the surfaces by a forceful action of the jet.

iv) **Dusting of carpets and upholstery:**

These should be cleaned with the help of a dusting machine of approved make and as per the manufacturers specifications.

3. **Cleaning by polishing:**

A) Brass handle, monograms, skirtings and linings:

These should be polished by using approved quality cleaning powders such as Brass etc. as directed and specified by manufacturer.

B) Cleaning by Removal of Stains:

1. Stains on surface such as spitting, etc. should be removed by using water and cleaning powder.
2. Stains on stone surfaces such as ink and oil should be removed by petrol.
3. Stains of paint on floors/walls should be removed by using an appropriate thinner.
4. Stains on glass surfaces should be removed by dilute hydrochloric acid.
5. Stains on vitrum tiles should be removed by using hydrochloric acid diluted in proportion as directed.
6. Stains on ceramic ware should be removed by oxalic acid.
7. Stains of metal surfaces should be removed by means of rubbing compound.
8. Stains on polished furniture should be removed by sanding the surface lightly and then repolishing.
9. Stains on painted surfaces should be removed by treating the surface with aburner and then repainting.
10. Stains on upholstery/carpets/curtains should be removed by dry cleaning.
11. Stains due to sticking of cement slurry/cement mortar should be removed by grinding/rubbing with carborundon stones.

C) Cleaning by flushing:

Water storage tanks, storm water drains, sumps are included in the scope of this work. The concerned area will first be emptied of the contents, the accumulated

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dirt, mud, scales, waste material, suspended solids etc. will then be removed physically by manual labour and as directed. A strong hose of water under pressure will then be directed so as to reach all the surfaces to be cleaned. A solution of strong hydrochloric acid in proportion as directed will then be scrubbed hard against all the surfaces by means of a wire brush. Finally the surface will again be cleaned with the help of strong jet of water hose and the waste water flushed out.

| Item No. | Description of Work |
|-----------------------------|---|
| <u>Daily Works</u> | Sweeping and moping of the floor, cleaning surrounding premises staircases terrace toilet units, wall partition furniture, passages entrance grill, etc. by using detergents floor cleaners and phenyl etc. |
| <u>Weekly works</u> | Cleaning of carpet by vacuum cleaner daily, cleaning of electrical fitting and fixtures, ceiling fans compound wall etc. |
| <u>Monthly works</u> | Overhead and underground water tank to be cleaned once in 2 months along with cleaning of pathways open spaces including cutting of unwanted grown up grass, bushes, plants as and when required or as directed, and the waste material shall be disposed off outside the Company's premises. The work includes all required material tools plants, labour etc. complete. The Contractor shall have to engage unskilled labours(Male & Female Mazdoor) however, Contractor shall have to engage sufficient labour to scope of the work in view of hygiene & directives of concerned authority it is essential twice in day & as per required & unforeseen works as and when required or as directed. Certified attendance of the daily labours engaged shall be submitted along with monthly bill from the concerned Engineer in Charge. Removing the existing/collected from various maintenance work, garbage waste debris including loading in the truck by head lift transporting and disposing outside the premises wherever Municipal Authority permits etc. complete. |

4) The tenderer is expected to examine quantum of work involved, nature of work before quoting their rates.

- The daily work such as dusting, mopping of floors, cleaning of toilet blocks, Vacuum cleaning of cabins shall be completed at least 15 minutes prior to office hours in the morning. All toilet blocks shall be cleaned at least thrice in a day and shall clean if any complaint occurs.
- Sufficient Labours and supervisors shall be required to be engaged daily.
- Contractors shall be responsible for the conduct of the workers engaged.
- The tenderer is expected to provide proper uniform to labours engaged by them to work inside the premises.
- If any complaint is received and left unattended or premises kept uncleaned, penalty of Rs. 1000/- per day is recoverable from Contractor's bill.**

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6. The contractor shall give list of branded approved cleaning materials to be used for cleaning work and tools and latest machines to be engaged for cleaning work.
7. Minimum 2 Nos. of Vacuum cleaner (Heavy duty) required to be kept in working condition and shall be used daily. Floor scrubbing machine shall be engaged for cleaning of floorings.
8. The contractor is responsible to pay their labourers as per minimum wages act as applicable and fulfill all other obligations such as payment of Provident Fund, E.S.I.S. and any other statutory benefits to them and submit the documentary evidence for the same along with their bills, otherwise sufficient amount as required will be retained in the bill. The contractor is expected to pay the wages / dues to the Workers engaged by 10th day of every month.
9. The contractor shall ensure that the routine daily work such as cleaning of toilet blocks, moping of flooring dusting of furniture's etc. shall be completed at least 15 minutes prior to office hours commence and see that no inconvenience made to the officers / staff working.

Executive Engineer
M.S.E.D.Co.Ltd.
O & M Bhandup Division

O & M Bhandup Division

Annual contract for work of providing and carrying out daily general housekeeping work at Administrative Building, (Bhandup Division office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M.V. Shinde Marg, Bhandup (West).

PARTICULARS OF THE TENDERER

| Sr. No. | Particular | To be filled by the tenderer |
|---------|--|------------------------------|
| 1 | Name of the bidder | |
| 2 | Address of the bidder | |
| 3 | Telephone- Office | |
| 4 | Fax- office | |
| 5 | E-mail | |
| 6 | Contact person | |
| 7 | Constitution of firm | |
| 8 | Labour Licence No. and date | |
| 9 | PAN No. | |
| 10 | Provident Fund A/C No. and date | |
| 11 | ESIC No. and date | |
| 12 | GST Tax No. and date | |
| 13 | Banker's Name and Address | |
| 14 | No. of years of experience | |
| 15 | Reference may be made to | |
| 16 | Particular of registration and class in which registered | |
| 17 | Any other information the tenderer may desire to give. | |

NOTE: Please attach certified true copies of all registration/approval.

SEAL AND SIGNATURE OF TENDERER



**OFFICE OF THE EXECUTIVE ENGINEER
ISHWAR NAGAR, M V SHINDE MARG,
BHANDUP (WEST), MUMBAI – 400 078.**

TENDER NO.EE/BND/TENDER/T-06/2024-25

(PRICE BID)

**ANNUAL CONTRACT FOR WORK OF PROVIDING AND CARRYING OUT
GENERAL HOUSEKEEPING WORK AT “ADMINISTRATIVE BUILDING”,
(BHANDUP DIVISION OFFICE, ISHWAR NAGAR SUBDIVISION OFFICE
AND ISHWAR NAGAR SECTION OFFICE) & PREMISES AT ISHWAR
NAGAR, M V SHINDE MARG, BHANDUP (W)**

**O & M Bhandup Division**

Annual contract for work of providing and carrying out daily general housekeeping work at Administrative Building, (Bhandup Division office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M.V. Shinde Marg, Bhandup (West)

LETTER TO THE EXECUTIVE ENGINEER

To,
THE EXECUTIVE ENGINEER,
M.S.E.D.Co.Ltd.,
ISHWAR NAGAR. M V SHINDE MARG,
BHANDUP (WEST), MUMBAI – 400 078.

Dear Sir,

I/We agree to carry the works mentioned in the above tender at the rates herein tendered by me/us subject to the conditions of the tender which I/We have carefully read and thoroughly understood the same.

I/We hereby agree to keep this offer open for 90 days after the returnable date of the tender and shall be bound by communication of acceptance despatched within the prescribed time.

Yours faithfully,

SIGNATURE OF THE TENDERER

Date:

Name and address of the tenderer:

**O & M Bhandup Division**

Annual contract for work of providing and carrying out daily general housekeeping work at Administrative Building, (Bhandup Division office, Ishwar Nagar subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M.V. Shinde Marg, Bhandup (West)

ABSTRACT OF SCHEDULE OF WORK

Name of work: - Providing General House Keeping Services & upkeep at Administrative Building, (Bhandup Division office, Ishwar Nagar Subdivision office and Ishwar Nagar section office) & premises at Ishwar Nagar, M V Shinde Marg, Bhandup Division office, Bhandup (W).

| Item No. | Description of Work | UNIT | Rate to be quoted in Rs per month exclusive of tax |
|-----------------|--|--------------|---|
| 1. | Providing and carrying out general housekeeping work at “Administrative Building”, (Bhandup Division Office, Ishwar Nagar subdivision office and Ishwar Nagar Section office) & premises at Ishwar Nagar, M V Shinde Marg, Bhandup (west) including passages, toilets, toilets blocks, window glasses by sweeping, scrubbing, cleaning washing etc using branded cleaning material & removing garbage waste debris & disposing to premises wherever Municipal authority permits. | LS per month | |

**Executive Engineer
Bhandup Division**

Seal and Signature of the Tenderer

LIST OF SERVICES

| SR. NO. | SERVICE NAME | ACTIVITY NUMBER | UOM | SAC CODE | REQ. QTY | VERSION | MATERIAL TYPE |
|------------|---------------------------------------|--------------------|------------------|----------|----------|---------|------------------|
| 1 | 40402409 Upkeep of office premises | ADM 036 | Activity unit | 998533 | 12 | | null |

| | | | | |
|--|--|--|--|--|
| Required Documents (To be uploaded online) | | | | |
|--|--|--|--|--|

| Sr. No. | NAME | SECTION | ITEM | DESCRIPTION |
|---------|----------------|-----------------------|------------------------------|----------------------|
| 1 | Price Bid | Price Section | 40402409 Upkeep of office | Price Bid |
| 2 | Technical Bid | Technical Section | 40402409 Upkeep of office | Technical Documents |
| 3 | Technical Bid | Technical Section | 40402409 Upkeep of office | Technical Documents |
| 4 | Commercial Bid | Commercial Section | | Commercial Documents |