

Price of Tender Document : Rs. 200/-

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
AZAD BHAVAN IB-166, SALT LAKE, KOLKATA 700 106

Tender No: MAKAIAS/ Housekeeping/2021-22/4

Dt. 31. 10. 2021

Notice Inviting Tender for Housekeeping Service

1. Sealed tenders are invited from the experienced, resourceful & reputed housekeeping service agencies having due credentials in connection with service of housekeeping by providing 05 (five) housekeepers (male) with necessary cleaning materials on daily basis (six days a week) at Azad Bhavan, Sector-III, Salt Lake, Kolkata-700 106 and 02 (two) housekeepers (male) with necessary cleaning materials on daily basis (six days a week) at Maulana Azad Museum, 5, Asraf Mistry Lane, Kolkata-700 019 below for a period of one year either w.e.f. 01.12.2021 or from the date of signing of agreement.

GENERAL TERMS & CONDITIONS

2. Requirement of House Keepers:

- (A) For Maulana Azad Museum, Ballygunge, Kolkata- 700 019
02 (two) nos. house keepers with necessary cleaning materials on daily basis (six days a week)
- (B) For Azad Bhavan, Salt Lake, Kolkata- 700 106
05 (five) nos. house keepers with necessary cleaning materials on daily basis (six days a week)

3. The agencies should submit their rates of lump sum service charge only as the wages are to be paid as per minimum wages fixed by the Govt. of India for housekeeping personnel. The agencies shall not be paid any amount other than the wages payable to their employees deployed under the contract, cost of cleaning materials and lump sum service charge, which will remain unchanged during the period of contract.

4. The EMD of Rs. 20,000.00 (Rupees Twenty thousand only) should be submitted in the form of Demand draft/Banker's cheque in favour of Maulana Abul Kalam Azad Institute of Asian Studies from any Nationalized / Schedule bank payable at Kolkata. The tender that does not accompany EMD along with required documents will be summarily rejected.

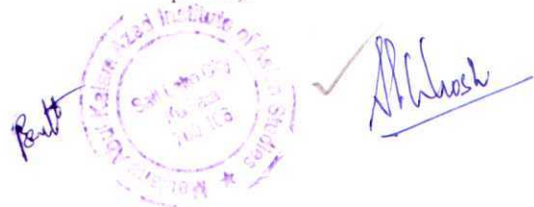
5. Last date of submission of tender : 15.11.2021 (within 3.00 pm). Tenders received after due date and time will be consider as Late Tender and summarily rejected.

6. Date of Opening of Tender : 15.11.2021 at 4.00 pm.

7. Eligibility Criteria

a. The agency should have valid license for providing manpower for the service of cleaning issued by concerned department, Govt. of West Bengal and registered with Central Excise Department for payment of service tax for the purpose of cleaning. (Attach proof).

b. The Agency must have Trade License issued by concerned Department, Govt. of West Bengal. (Attach proof).



- c. The Agency must have EPFO & ESI Certificate issued by concerned department. (Attach proof).
- d. The Agency must have to submit I.T. Clearance Certificate, P. Tax challan and Credential as per clause no. 4 of Terms & Conditions.
- e. Financial Capability: The Agency must be financially capable to undertake the job. Audited Accounts duly certified by the Auditor for last two years should be submitted with the offer.
- f. The Agency should submit a declaration that none of the family member or relative of the owner /proprietor and/or authorised signatory is employed or attached in any manner with Maulana Abul Kalam Azad Institute of Asian Studies, Kolkata-700 106 on the date of submission of tender. If this statement found false, the tender is liable to be cancelled without assigning any reason.

8. Cost of Tender Paers/EMD/Security Deposit

A. Cost of Tender Papers

The agency should furnish cost of tender papers for Rs. 200.00 (Rupees Two hundred) only in bank draft drawn on any nationalized bank on Kolkata drawn in favour of Maulana Abul Kalam Azad Institute of Asian Studies which will be refunded to the unsuccessful tenderers. Tender submitted without the cost of tender papers will be summarily rejected.

A. EMD/Security Deposit

The agency should furnish EMD of Rs. 20,000.00 (Rupees Twenty thousand) only in bank draft drawn on any nationalized bank on Kolkata drawn in favour of Maulana Abul Kalam Azad Institute of Asian Studies which will be refunded to the unsuccessful tenderers. Tender submitted without EMD will be summarily rejected.

The EMD will be retained as Security Deposit against the successful Tenderer on whom contract is to be awarded.


The successful tenderer has to deposit Performance Security @ 5% of the total cost of the accepted offer adjustable with EMD, within 15 days to the Institute by demand draft from the date of issue of letter of acceptance (LOA).

9. Wages payable to the Housekeeping Personnel:

The housekeeping personnel provided by the Agency should be paid wages by the agency at the rate approved by the Govt. of India time to time, The agency should ale the services of housekeeping as mentioned in clause nos. 1 & 2.

10. Payment Terms: The agency should make arrangements to disburse wages to the security guards through hank account in the name of the security guards and evidence of such disbursement of wages for a month should be submitted to the Institute for payment along with the bill in the following month to which it relate photocopies of payment towards ESI & EPFO during a month should also be submitted along with the bill in the following month. The agency should also submit copies of returns submitted to the ESI/ EPFO for the relevant contribution periods duly identifying the names of the security guards provided to MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES.

Back



[Handwritten Signature]

11. SCOPE OF WORK:

The job of House Keeping shall include the following:

- (i) Complete cleanliness/mopping and dusting toilets, corridors, libraries, all office rooms and other common areas at Maulana Abul Kalam Azad Institute Of Asian Studies, 1B- 166, Sector-111, Salt Lake, Kolkata- 700 106 & Maulana Azad Museum, 5, Asraf Mistri Lane, Kolkata -700019 between 8.00 a.m and 4.00 p.m. along with cleaning materials.
- (ii) House Keepers - Five House Keepers are to be deputed at Azad Bhavan, Salt Lake and two House Keepers are to be deputed at Museum Building, Ballygunge with necessary material on daily basis from Monday to Saturday between 8.00 am to 4.00 pm.
- (iii) Job Specification:
 - a) Sweeping/Mopping of all areas twice daily inside the premises and once daily outside the premises.
 - b) Dusting of doors, glasses, looking mirrors, windows, ventilators, wire-mesh computers, printers, Xerox machines, furniture etc. on daily basis.
 - c) Sweeping, washing, mopping of toilets every two hours every day. Washing of urinals, W.C. pans, sinks, wash basins by using disinfecting materials daily.
 - d) Glazed tiles on walls, court yard, grills of stair case and all other fittings and fixtures are to be cleaned once in a week or as directed by the authority.
 - e) Filling of liquid soap in containers, spraying room freshener, putting of sanitary cubes and naphthalene balls in urinals etc, putting of toilet papers, napkins etc. in toilets.
 - f) Special care is to be taken to clean the Museum.
 - g) The Agency has to provide all types of cleaning materials.

12. Duties & Responsibilities of the Agency :

- a. The Agency should visit the place of work during any working days and hours for assuring the nature and volume of work realistically before quoting the rates.
- b. If it is found that any property of MAKAIAS is lost/damaged due to the negligence or connivance of the house keeping personnel the same shall be made good on the depreciated value of the property damaged/lost from the agency's bill.
- c. The cleaning personnel deployed will be deemed for all purposes and the agency shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
- d. The agency, on award of the contract should execute an agreement in rupees five (05) hundred non-judicial stamp paper with MAKAIAS the above terms and conditions for two sites of MAKAIAS.

A handwritten signature in blue ink is written over a circular purple stamp. The signature appears to be 'A. Chakraborty'. The stamp is partially obscured by the signature and a blue line drawn across it.

- e. The house keepers should work from 8.00 a.m to 4.00 p.m (Monday to Saturday).
- f. The rates of cleaning materials and service charges will not be revised during the period of contract.
- g. The Agency should supply best quality and brand of cleaning materials as per list (Annexure-IV).
- h. The Housekeeping personnel should put on proper and clean uniform.

13. Other Conditions

- a. The contract which is initially for a period of one year with effect from 01.12.2021 or from the date of signing of Agreement and may be extended further if the Agency agrees to provide the service on the same terms & conditions subject to satisfactory performance of the Agency.
- b. Statutory liabilities are to be met religiously by the Agency.
- c. MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES reserve the right to prematurely terminate the agreement without assigning any reason by giving one month notice before the expiry of the contract period.
- d. That any dispute will be settled mutually, if not the matter may be referred to an Arbitrator appointed by the Institute with the consent of the Agency at Kolkata whose decision will be binding on the parties.

15. ARBITRATION

In case of any dispute arising out of this contract between MAKAIAS and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of MAKAIAS on receipt of an official request with details of the dispute, from either MAKAIAS or the Agency. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract.



Director

Maulana Abul Kalam Azad Institute of Asian Studies

TECHNICAL BID

(PRE-QUALIFICATION FORMAT)

- 1) Name of the Vendor/Agency :
- 2) Office Address :
- 3) Telephone Number :
Land Line :
Mobile :
- 4) Name of the Proprietor / Partner
Residential Address of Proprietor / Partner
(with Land Line Number) :
- 5) Trade/Business License (Attach proof) :
- 6) PAN No. (Attach proof) :
- 7) GST No. (Attach proof) :
- 8) Income Tax Return for the last two years
(Attach proof) :
- 9) Experience/List of contracts of similar nature :
- 10) Name, Mobile no. of the contact person
(He/she shall be the coordinator on behalf of the agency) :

I /We Proprietor(s)/Partner(s)/Director(s) of M/s.....
hereby declare that neither I/We nor any member of my/our family is/are any way related to any officer
/employee of Maulana Abul Kalam Azad Institute of Asian Studies.

Date :

Signature(s) with rubber stamp



Financial Bid Format

Name of the Agency

Postal address of the Agency

Tel./Fax No.

Sl. No.	No. of House Keeper – 07 A) Azad Bhavan, Salt Lake - 05 B) Azad Museum, Ballygunge - 02	Wages per person per month
1.	Basic Pay/Wages	As per statute
2.	EPFO (%)	As per statute
3.	ESI (%)	As per statute
4.	Bonus	As per statute
5.	Other Statutory Liabilities, if any (may be mentioned by the agency)	
6.	Lump sum Service Charges *Please note that Service charges should remain unchanged during the period of contract.	
7.	Taxes (%)	As applicable
8.	Cost of Cleaning Material per month (at actual, vouchers to be furnished with bill)	

Please note that Clause no. 3 & 12 (g) of the tender documents carefully.

Date :

Signature of the Authorized Signatory
Name of the Agency with Seal



[Handwritten Signature]

LIST OF CLEANING MATERIALS

SL. NO.	MATERIAL	PACKING
1	HARPK' LIQUID	500 ml
2	TISSUE ROLL	PIECE
3	CARRY BAG — BIG	PACKET
4	CARRY BAG — SMALL	PACKET
5	SCOTCH BRITE — SMALL	PIECE
6	HAND SCOTCH BRITE	PIECE
7	ROOM FRESHNER	PIECE
8	ODONIL 100 GM	PIECE
9	WHEEL POWDER	500 GM
10	TABLE DUSTER	PIECE
11	COLIN NORMAL	5 LTR
12	DETTOL LIQUID	900 ML
13	DETTOL SOAP	PIECE
14	SCENTED PHENYL (CONCENTRATED)	5 LTR
15	VIM IM BAR BIG 400 GM	PIECE
16	VIM BAR SMALL 200 GM	PIECE
17	HARPIC FLUSHMETIC	1X2 PCS
18	GALA MOP SET	PIECE
19	GALA MOP DUSTER	PIECE
20	NAPHTHALENE 200 GM	PACKET
21	KATHI JHARU WITH STICK	PIECE
22	PHOOL JHARU	PIECE
23	FEATHER DUSTER (NYLON)	PIECE
24	COMMODE BRUSH	PIECE
25	JHUL JH ARU (NYLON)	PIECE
26	PUMP STICK	PIECE
27	SCRUBBER 1 FOOT	PIECE
28	EASY CLEAN SET	PIECE
29	EASY CLEAN INSERT 35 CM (DUSTER)	PIECE
30	HYGEINIC HARD SURFACE CLEANER (CONCENTRATE)	5 LTR
31	WIPER	PIECE
32	FLOOR DUSTER	PIECE
33	BLEACHING POWDER	PACKET
34	PLASTIC BELCHA	PIECE
35	FLEXI SCRUBBER	PIECE
36	SOFT BROOM	PIECE
37	PLASTIC BUCKET	PIECE

