



**Omnibus Industrial Development Corporation of
Daman & Diu and Dadra & Nagar Haveli Limited**
(A Govt. Undertaking)
Corporate Office : Plot No.35, Somnath, Nani Daman - 396 210.
Tel: (0260) 2241120, 2241112, Fax : (0260) 2241108.
Website: www.oidc.nic.in
CIN : U65923DD1992SGC001221



No.OIDC/T.D./HK/2015-2016/1905

Date: 30/03/2016.

E-TENDER (ONLINE) NOTICE

Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli (OIDC), Daman hereby invites E- Tender (two bid system) to engage **“Service Provider for Housekeeping - Upkeeping Services at Silvassa Bus Depot”** through on-line on <http://nprocure.com> from the reputed house-keeping agencies.

Sr. No.	Description of items	Estimated cost	EMD (in the form of FDR)	Tender Fees (DD - non-refundable)	Duration Period
1	“Service Provider for Housekeeping - Upkeeping Services at Silvassa Bus Depot”	Rs. 8,00,000/-	Rs. 20,000/-	Rs.1000/-	01 Year
Date and time for download of tender documents: 31/03/2016 upto 11.00 hrs					
Date and time of closing of bid (i.e. last date of submission of bid online): 13/04/2016 upto 16.00 hrs.					
Date and time for submission of detail proposal in hard copy: 13/04/2016 upto 18.00 hrs.					
Technical bid opening: if possible on 14/04/2016 at 11.00 hrs.					
Financial Bid opening: if possible on 15/04/2016 at 16.00 hrs.					
The tender document & other details will be available on https://www.nprocure.com upto 13/04/2016 . Tender notice can also be seen at web site www.daman.nic.in Bidder have to submit price bid in electronic format only on www.nprocure.com till the last date and time for submission. Price bid in physical format shall not be accepted in any case.					
Submission of tender fees in the form of DD, EMD in the form of DD of the Schedule Bank and other supporting documents i.e. copy of valid license from competent authority, copy of VAT/ST registration and copy of PAN/TAN of income tax etc. and terms and condition duly signed in hard copy to the undersigned by RPAD/Speed post by hand on or before 13/04/2016 upto 18.00 hrs. , however, tender inviting authority shall not be responsible for any postal delay.					
OIDC reserves the right to reject any or all tenders without assigning any reason and selection shall be at the absolute discretion of the OIDC and OIDC's decision in this respect shall be final and binding.					
Bidder shall have to post their queries on e-mail address: mt-oidc-dd@nic.in / lijuantony25@gmail.com on or before 05/04/2016 upto 16.00 hrs.					
In case bidder needs any clarification or if training required for participating in online tender they can contact the following office. (n)Code Solution – A division GNFC Ltd., 403, GNFC info Tower, Bodakdev, Ahmedabad – 380 054, Gujarat (India), e-mail: npower@ncode.in , Fax : +917926857321, website: www.nprocure.com					

Sd/-
Jt. Managing Director,
O.I.D.C., Daman.



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Date: 30/03/2016.

Terms and Conditions for “ Service Provider for Housekeeping - Upkeeping Services at Silvassa Bus Depot ”.

Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli (OIDC), Daman hereby invites E- Tender (two bid systems) for “**Service Provider for Housekeeping - Upkeeping Services at Silvassa Bus Depot**” through on-line on <http://nprocure.com> from reputed house-keeping agencies.

1. CHECK LIST :

I. All the bidders are kindly requested to go through the tender document very carefully and understand all the clauses before submission of the tender. You are kindly requested for following:

(a) All proposals/bids/offers shall be numbered, signed & stamped on Each Page by the duly 'Authorized Signatory' of the Bidder.

(b) Return original tender along with the technical bid.

(c) Submit technical bid separately in a sealed envelope.

(d) Provide complete details of the bankers with MICR and IFSC/NEFT/RTGS details and copy of income tax PAN card.

(e) Give your complete details & contact number for ease of communication.

(f) Sign the certificate undertaking enclosed with tender document and return it duly signed in original along with the technical bid document.

2. The Tender documents & other details will be available on <https://www.nprocure.com> upto **13/04/2016**. Tender notice can also be seen at web site www.daman.nic.in.

3. Hard copy of the technical bid should be in a sealed envelope subscribed as “**Service Provider of Housekeeping & Upkeeping Services at Silvassa Bus Depot**” and addressed to the Office of the Joint Managing Director, OIDC Corporate Office, Plot No. 35, Somnath, Nani Daman, Daman – 396 210.

4. Details of nature of constitution of their firm / names and addresses of the proprietor /

5. The Managing Director, OIDC, Daman will be at liberty to accept the tender for the entire quantity or the part thereof at the rates submitted by the bidder or at reduced rate during the negotiations if any.

6. The Tender Committee will open the Tenders in presence of tenderers or their representatives, if any present in the Office of the OIDC. The Tender Committee will first open the technical bid. The Committee will open the financial bid only of those firms who are qualified for technical bid as per minimum specification given by the department.

7. Earnest Money Deposit (E.M.D):

I. The tenders must be accompanied with Earnest Money Deposit (EMD) of **Rs. 20,000/-** (Rupees Twenty Thousand Only) in form of Demand Draft drawn on any **Schedule Bank** in favour of OIDC Ltd., payable at Daman for the fulfillment of the contract. Tender received without EMD will be treated as invalid.

- II. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted will be refunded to them within 15 days.
 - III. The Successful bidder shall have to deposit 10% of Tender amount as security deposit through Demand Draft or in the form of Bank Guarantee of Schedule Bank and shall have to sign a contract with OI DC as per rules within 15 days after receipt of order. The EMD paid by the successful tenderer will be adjusted towards Security Deposit. No interest will be paid on the amount of the security deposit money. This security deposit will be refunded after successful completion of the warranty.
 - IV. In case, the supplier does not execute the supply order placed with him, the Security Deposit of the supplier will be forfeited to the OI DC and the contract for the supply shall be terminated with no further liabilities on either party to the contract. EMD will be forfeited in case successful bidder fails to sign agreement as mentioned above.
 - V. Extensions of time limit for supplies shall be considered by the OI DC maximum upto 30 days of issue of supply order. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
 - VI. In case of failure to supply the store, items and equipment etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the other Tenderer who offered next higher rates or from any other sources, as may be decided by the OI DC and the loss to the Government on account of such purchases(s) shall be recovered from the former supplier's Security Deposit/Earnest Money or amount of bill payable. The supplier shall have no right to dispute with this procedure.
 - VII. In case of successful bidder, who decline to accept the contract order, the EMD will be forfeited and the concerned agency will be blacklisted.
8. Silvassa Bus Depot comprises of various Buildings such as Administrative Building (GF+1), Dormitory and Terrace, (refer Annexure-A for details of various buildings personal inspection is advised).
 9. The Joint Managing Director, OI DC, Daman invites sealed tender from eligible parties to provide House keeping persons, for ensuring cleaning as per specifications in Annexure-A on terms and conditions detailed hereunder.
 - a. The House keeping persons shall be required for cleaning of all building, dusting of all furniture's and fixtures mentioned in Annexure-A.
 - b. The house keeping period will be for 01 (one) year from the date of commencement.
 - c. The house keeping agency shall maintain the registers and comply with the local Administration Rules and Regulation employing contract workers.
 - d. The house keeping agency shall pay all the taxes to the Government as per rules.
 - e. The agency will not allow or permit the employees to participate in any trade union activities or agitation in premises.
 - f. The college shall pay the amount of monthly bill by cheque / RTGS / NFT in the agency's name and not to its personnel. As such the agency shall own the full responsibility for payment to its personnel.
 - g. House keeping persons should be in proper uniforms and should have Identity badge.
 - h. The house keeping agency should provide adequate number of house keeping personnel as required or advised by the college authorities.
 - i. The rates should be quoted with all kinds of liquid materials, equipments, consumables etc. required as per Annexure-A.
 - j. The main duties and responsibilities of house keeping staff shall be as per work description given in Annexure-A.

- k. Interested parties may inspect the bus depot premises by visiting hours.
 - l. The bidder should have a valid labour license.
 - m. The Firm must have their representative office in the U.T of Daman and DNH and submit their complete address proof of the same.
10. The bidder(s) should be reputed firm with a proven track record providing house-keeping services in corporate / private / government sector institutes.
 11. The timing of the duty will be from 08:00 A.M. to 08:00 P.M.
 12. Successful bidder will have to start house-keeping services at Silvassa Bus Depot within 01 week from the date of issue of work order.
 13. The rates quoted should be inclusive of all taxes.
 14. No extra charge for any items will be paid on the rates quoted.
 15. Bidder should submit a I.T. return of last 03 year i.e. 2012-13, 2013-14 & 2014-15.
 16. Additional terms and conditions will be incorporated if needed to safeguard the interest of the Institution & Administration.
 17. The OI DC shall not be responsible for any delay / loss or non-receipt of tender by post / courier service.
 18. No unsolicited correspondence shall be entertained after submission of the offer.
 19. Rates tendered / offered in response to the concerned tender / notice shall be considered as acceptance of all above terms and conditions for supply of service for all legal purpose.
 20. In case of any dispute, in respect of any tender all legal matters shall be instituted within the jurisdiction of Daman.
 21. The bidder(s) will have the "Police verification" of all the work force / staff prior to its deployment in the college premises for the house keeping work from time to time or on any changes in the said personnel supplied.
 22. The bidder(s) will have all the work force / staff deployed in the bus depot premises covered under the suitable insurance scheme.
 23. The Bidder / Contractor is solely responsible for payment of PF / wages etc. as per Govt. of India / U.T. Administration of Daman & Diu instruction time to time.
 24. The Bidder shall ensure, abide and have to follow the minimum wages rates declared by the Labour commission of U.T. Administration of Daman & Diu vide Notification No.LE/LI/DMN/MWA-3(II)/2015-16/81 dated.29.05.2015.
 25. The Managing Director, OI DC for any reason, reserves the right to cancel the contract with one-month notice.
 26. The Tender offers received which do not confirm with the Terms & Conditions of this office will be summarily be rejected.
 27. The Agency will have to maintain attendance of its employees at the institute & get duly counter signed by the Principal in Morning & Evening sessions.
 28. Absence of any Housekeeper / Attendant will be deducted when any of them remains absent as per the rates quoted in the tender.
 29. Replacement of the absent persons will be responsibility of the agency.
 30. Fill the tender with pen/ball pen only. Any entry/detail written in pencil will not be accepted. Avoid over writing. In case of any corrections, old wrong entries are to be neatly cut by one line and signed in full. Correct entry is then written. Use of correcting fluid not permitted.
 31. If at any time after the order for supply of materials, OI DC shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order it shall give notice in writing of the fact to the supplier(s) who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation due to any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.

32. The Tender documents will be rejected if it is
- Incomplete,
 - Not properly filled,
 - Received after the due date,
 - Nor accompanied with EMD,
33. A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing/through mail about the clarifications sought not later than 05 days prior to the date of opening of the Bids. (mt-oidc-dd@gov.in / lijuantony25@gmail.com)
34. For specified items, the amount of Security Deposit will be refunded after successful expiry of the contract.
35. The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required as per conditions of this tender.
36. Payment shall be released only after acceptance of items and verification by the authority. Any condition relating to advance payment of the ordered material will not be entertained.
37. The duly filled authorization letter for release of payment through RTGS must be submitted along with the technical bid envelope.
38. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
39. The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
40. All bills for amount above Rs. 5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs. 5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
41. Each bill in which VAT is charged must contain the following certificate on the body of the bill.
“CERTIFIED that the goods on which Value Added Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Value Added Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under.”
42. In respect of any dispute given rise to the legal proceedings between the parties, the courts at Daman shall alone have the Jurisdiction.

Sd/
Joint Managing Director,
O.I.D.C.

DECLARATION

- I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
- The information given in the technical bid by the undersigned is correct.

(Signature of Supplier / Tenderer)
Date & Rubber Stamp.

NOTE :- Please return one copy of these conditions duly signed along with your tender/quotations.

TECHNICAL BID FORM
(TO BE SUBMITTED SEPARATELY IN TECHNICAL BID ENVELOP)

The following details / documents / certificates issued by the concerned Authorities in respect of the bidder are required to be submitted for qualifying in Technical Bid :

1. Name of the Firm / Agency	
2. Name of the Proprietor / Partner / Directors	
3. Address of the Firm / Company	
4. Registration Number of the Firm / Memorandum & Article of Association of the Company (attached a photo copy)	
5. Telephone / Fax No. / Email ID / Web site of the Company	
6. PAN / TIN number (attached a photo copy)	
7. VAT / CST number (attached a photo copy)	
8. Attached copy of ITR for the last three years	
9. Annual Turnover during last 3 preceding years duly certified by CA (attached copy of the balance sheet) - 2012-13, 2013-14 & 2014-15	
10. Experience in the line (mentioned number of years) / Credential – attached list of clients.	
11. EMD Details : Demand Draft No & Date, Amount, Bank Name, Valid for the Period	
12. Valid Service Tax Registration Certificate	
13. Latest Sales Clearance Certificate	
14. Copy of Labour License from Competent Authority.	
15. Copy of Employee Provident Fund Registration,	
16. Copy of Bank Account with Acc. No., Bank IFSC code.	
17. Copy of Registration Trade Licence.	
18. Copy of Employee Provident Fund Registration,	
19. Copy of a self certified certificate that the firm is not blacklisted by any Govt. Department or No criminal case is registered.	

SIGNATURE OF THE BIDDER
With Address & Seal

AUTHORIZATION LETTER FOR RELEASE OF PAYMENT
(TO BE SUBMITTED SEPARATELY IN TECHNICAL BID ENVELOPE)

Payee Particulars	Name of Payee as in Bank Account	
	Address :	
	Telephone / Fax No. with STD Code	
Bank details	Name of the Bank	
	Bank Branch Address (Full address & telephone no.)	
	Mode of electronic transfer available	
	RTGS NIFD any other	
	IFSC Code	
	MICR Code	

SIGNATURE OF THE BIDDER _____

With Seal

Name : _____

Account number has been verified by me _____

Manager (Bank branch maintain the account)

Documents to be Uploaded online as Technical Bid

1. Copy of F.D.R. of Rs.20,000/- as EMD issued by a bank in favour of the “**OIDC Ltd.**” payable at Daman.
2. Copy of Registration Trade Licence.
3. Copy of ONLY 02 reputed clients certificates (02 pages only).
4. Copy of Acknowledgement Last three year (i.e. A.Y. 2012-13, 2013-14, 2014-15) I.T. return of the Firm / Proprietor as applicable.
5. Sales Tax / CST / VAT / Service Tax Registration certificate.
6. Copy of PAN number.
7. Copy Proof of Owners / Partners of the firm and their contact nos.
8. Copy of Employee Provident Fund Registration,
9. Copy of Labour License from Competent Authority.
10. Copy of Bank Account with Acc. No., Bank IFSC code.
11. Copy of a self certified certificate that the firm is not blacklisted by any Govt. Department or No criminal case is registered.
12. Copy of the Terms & Conditions duly signed with the seal of the firm for token of acceptance of Terms & Conditions with Sign & Seal of the firm.

NOTE :

- ONLY SINGLE PAGE PER ABOVE REQUIREMENTS and each Indexed or numbered at Top Left Corner of the page as per above serial numbers.
- DO NOT UPLOAD UNNECESSARY DOCUMENTS.

This Page is available only on-line

TENDER DOCUMENT FOR
SERVICE PROVIDER FOR HOUSE KEEPING - UPKEEPING SERVICES
AT SILVASSA BUS DEPOT

FINANCIAL BID

ONLY TO BE SUBMITTED ON-LINE THROUGH (n)procure

No.OIDC/DMN/T.D./HK/2015-2016/1905

Date: 30/03/2016.

From:

Date:

To,
The Jt. Managing Director,
OIDC Corporate Office,
Plot No.35, Somnath,
Nani Daman.

**Tender for Service Provider for Housekeeping - Up-keeping services at Silvassa
Bus Depot, Silvassa to be filled-up on-line only**

Sr. No.	Designation of workforce	No. of persons	Rate per day for 12 hrs.	Total
1.	Housekeepers	4		
2.	Equipments Charges (Auto or Disc Scrubber & Driers, Vaccum cleaners / Flipper machine & other machineries etc.	Lump sum		
3.	Housekeeping Chemicals, Consumables, Equipments Etc.	Lump sum		
4.	Management / Service charges			
5.	Sub Total			
6.	Taxes as Applicable			
7.	GRAND TOTAL			

NOTE :

- Bids should be only for the above table items.
- Rates quoted to be inclusive (mini. Wages, EPF etc.) & as per Govt. Guidelines.
- Bids should be inclusive of all taxes applicable with delivery at doorstep.
- Bids with lowest quote of Grand Total at Sr. No. 7 will be accepted.

Signature of the Supplier
with Seal

Annexure- A

Sr.No.	Location / Premises	Work Area	No. of Rooms	Work Schedule			
				Dusting	Sweeping	Moping	Sanitizing
1	Administrative Building (Ground Floor)	Controller Room	3	D	D	D	D
		Washroom	1	D (Interval of 03 hrs.)	D (Interval of 03 hrs.)	D (Interval of 03 hrs.)	D (Interval of 03 hrs.)
		Bus Parking Area	1	-	D	-	-
2	First Floor	Dormitory	2	D	D	D	D
3	Terrace	Terrace	1	-	W	-	-

NOTE :

1. Daily "D", Monthly "M".
2. Cleaning and Sanitization of Bathrooms and Toilets, Corridors including cost of labour and required chemicals, consumables & sanitizer, materials etc.
3. Maintain daily work chart about duties performed.
4. Required work force i.e. as below :

Sr. No.	Designation of workforce	No. of persons
1.	Housekeepers	4

Sd/-
Jt. Managing Director,
O.I.D.C., Daman.