

Phone: 91-22-26521738

Web: www.cbs.ac.in

Fax: 91-22-26524982

K. P. Balakrishnan
Registrar
registrar@cbs.ac.in

Ref.: CBS/CM019-212

January 22, 2020

Dear Sir/Madam,

Please send your Tender for providing Housekeeping and Manpower Services such as Supervisor, Staff (skilled /unskilled) & Technical Staff in UM-DAE CEBS premises (Nalanda & Takshashila Buildings, Prefabs and Gardens) based at University of Mumbai, Vidhyanagari, Kalina, Santacruz (East), Mumbai -400098.

Kindly refer to attached "General Conditions of Contract" and Annexures.

Quotation is to be submitted along with the supporting documents including Earnest Money Deposit (EMD) of Rs. 50,000/- and Tender fees of Rs.500/- by Demand Draft in favour of UM-DAE CBS.

The Pre Bid meeting will be held on February 7, 2020 at 14.00hrs in the Conference room of UM-DAE CEBS Nalanda Bldg. University of Mumbai, Kalina Campus, Santacruz (East) Mumbai -400098.

The due date for submitting your Tender against this advertisement is February 14, 2020 on or before 14.00hrs.


All prospective bidders are requested to visit our website for any such updates / corrigendums.

Eligible agencies may visit /inspect the site on any working day to collect all information that will be necessary for preparing the Tender and entering into a contract for the services to be rendered between 10am to 4pm by contacting Mr. D. P. Hate- Mob. 9869226190.

Yours faithfully,


(REGISTRAR)

Komal_CEBS_UM-DAE_23/01/2020



University of Mumbai • Department of Atomic Energy
Centre for Excellence in Basic Sciences
CEBS Nalanda Building, University of Mumbai, Kalina Campus, Mumbai - 400098.
Phone : 91-22-26532134 • Website : www.cbs.ac.in • Fax : 91-22-26524982

TENDER NOTICE NO. : PUB-03/2019-20

Tenders are invited in sealed envelope for the following :

Providing Housekeeping and Manpower services on contract basis at UM-DAE CEBS, University of Mumbai, Kalina Campus.

Earnest Money Deposit (EMD) : ₹ 50,000/- by Demand Draft in favour of UM-DAE CBS.

Tender Fees : ₹ 500/- by Demand Draft in favour of UM-DAE CBS.

Pre-Bid : Meeting will be held on 07/02/2020 at 14.00 hrs.

Due Date : 14/02/2020 on or before 13.00 hrs.

Date of Opening : 14/02/2020 at 14.00 hrs.

(1) For details please refer to "General Terms & Conditions of Contract" and "Annexures" on our Website : www.cbs.ac.in/announcements/tender

(2) The Centre shall be under no obligation to accept the lowest or any other tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

REGISTRAR

Sa Advertisers : (H) 7 cms. x (W) 8 cms.



मुंबई विश्वविद्यालय, परमाणु ऊर्जा विभाग
मौलिक विज्ञान प्रकल्प केंद्र
सीईबीएस, नालंदा बिल्डिंग, मुंबई विश्वविद्यालय, कालीना कैंपस, मुंबई - 400 098.
फोन - 91-22-26532134 • वेबसाइट : www.cbs.ac.in • फैक्स - 91-22-26524982

निविदा सूचना सं. : पीयूबी-03/2019-20

निम्नलिखित के लिए सीलबंद लिफाफे में निविदाएं आमंत्रित की गई हैं:

यूएम-डीएई सीईबीएस, मुंबई विश्वविद्यालय, कालीना कैंपस में अनुबंध के आधार पर हाउसकीपिंग और मैनपावर प्रदान करना.

बयाना राशि (ईएमडी) : ₹ 50,000/- का डिमांड ड्राफ्ट यूएम-डीएई सीबीएस के पक्ष में.

निविदा शुल्क : ₹ 500/- का डिमांड ड्राफ्ट यूएम-डीएई सीबीएस के पक्ष में.

बोली पूर्व बैठक : 07/02/2020 को 14.00 बजे होगी.

नियत तिथि : दि. 14/02/2020 को 13.00 बजे या उससे पहले.

खुलने की तारीख : दि. 14/02/2020 को 14.00 बजे.

(1) विवरण के लिए कृपया हमारी वेबसाइट www.cbs.ac.in/announcements/tender पर "अनुबंध के सामान्य नियम और शर्तें" और "अनुलग्नकों" को देखें. (2) केंद्र इस निविदा सूचना के जवाब में प्राप्त सबसे कम या किसी अन्य निविदा को स्वीकार करने के लिए बाध्य नहीं होगा और कोई भी कारण बताए बिना किसी भी निविदा को अस्वीकार करने का हकदार होगा।

रजिस्ट्रार

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Contractor should ensure the Health and safety measures of the employees.
2. The Contractor must employ adult labourers only. Employment of child labourer will lead to the termination of the contract. The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character, health and police verification and other formalities. The Contractor shall be fully responsible for the conduct of his staff.
3. The Contractor at all times should indemnify CEBS against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. CEBS will not own any responsibility in this regard.
4. The contract for Engaging of manpower service on contract basis at CEBS would be for a period of 1 years as per the quoted rates from the date of commencement of the work; which may be subsequently renewed for second year subject to satisfactory performance, on the same terms and conditions. CEBS, however, reserves the right to terminate the contract by serving one months' notice, in writing. The Contract may be terminated with mutual consent by giving one month notice.
5. 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 by CEBS besides annulment of the contract.
6. The contractor will arrange for daily duty roster chart, etc. The staff will first report to the supervisor and subsequently deployed for duty. The workers deployed by the agency have to mark attendance as per the instructions/directions given by this office.
7. No. of Manpower can be increase / decrease as per the requirement of the Centre
8. **Bidders quoting abnormally low/high rates of contractor margin or other allowances are liable to be disqualified.**
9. The contractor has to maintain 100% attendance per shift of duty by providing a substitute in place of absentee worker.
10. The price quoted by the bidder will remain fixed for the entire period of the contract. No escalation on any account will be provided to the contractor during the period of the contract except on account for change in DA rates or statutory levies by the government. The bidder should therefore consider all the factors into account including revision of minimum wages while submitting their bids.

11. Submission of Monthly bills:

The contractor will be required to submit computerized bill (in triplicate) by the 5th of next month along with all the necessary enclosures as given below. Handwritten or typed bill will not be accepted by the CEBS. While submitting the monthly bill for Engaging of manpower services following documents are to be enclosed with the bill:-

1. The wage of workers for last month credited to their bank account on and the details of the payment along with bank account number enclosed. The attendance sheet along with the personnel deployed duly verified by the member of committee is also to be enclosed.



2. ESI/EPF/Service Tax/Other statutory dues paid for the previous month (copy of challans to be enclosed) (along with copy of contribution submitted online in respect of ESI and EPF)
3. Undertaking that all statutory labour laws including Minimum Wages Act (Maharashtra) is being complied with and the payment is made as per the designation/described in Maharashtra minimum wages schedule.
4. The service provider must ensure that entitled wages of the workers are credited to their bank account on or before 7th of each month. Service provider will not be given any relaxation in this matter.
5. The list of the workers engaged in the month of bill presented along with their designation.
6. As GST has been implemented so the relevant required challan/return are to be given. The return has to be submitted quarterly or whenever asked by the office.
7. All the above documents should be duly attested by the authorized signatory as mentioned in the tender documents.
8. If the bidder does not submit the bills along with supported required documents and fails to submit it timely. If the same thing is repeated more than two time, the process to black list shall be initiated and the agency shall be black-listed.

12. Payment through supplementary bill:

Orders of revision of DA to be submitted timely for making suitable amendment in the order. Payment of arrears on account of revision of DA will be made against submission of supplementary bill only. Submission of Monthly Bill as per the revised rates to be done only after receipt of amended order.

13. Payment Procedure:

Payment will be made in the succeeding month upon submission of the bill in triplicate. The payment will be made within 20 days of the submission of bill duly complete in all respect.

14. Timely payment of wages to workers:

Wages to the worker engaged under the contract should be credited in their respective account or through cheque whereas no cash payment is permissible and such payments are to be treated at par with nonpayment of wages. However the agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by CEBS. If the agency does not make payment to its workers, through Bank/cheque is liable to be terminated and fresh tender will be called for.

15. Penalty:

Whenever and wherever it is found that the any services is not up to the mark, it will be brought to the notice of the supervisory staff of the Contractor by CEBS and if no action is taken within ONE hour, liquidated damages @ Rs.500/- per complaint shall be imposed. The decision of CEBS official in charge shall be final, in this regard.

16. Manpower:

- a) Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to CEBS.
- b) The Contractor should ensure to maintain adequate no. of manpower and also arrange a pool of stand-by workers. In case any worker absences from the duty, the reliever of equal status shall be provided by the Contractor from an existing pool of worker. If the required numbers of workers are less than the minimum required, a penalty @ Rs.500/- per worker per day will be deducted from the bill.

17. Verification:

The Police verification/ character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment. It will be the responsibility of service provider. The service provider will also ensure that the personnel deployed are medically fit and Certificates of their medical fitness to be provided during the start & renewal of contract & when called for by CEBS.

18. Risk Clause:

CEBS reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor. Excess expenditure incurred on account of this will be recovered by CEBS from the Contractor Security Deposit or pending bill or by raising a separate claim.

- All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the CEBS.
- Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by CEBS and shall not knowingly lend/ gift to any person or company any of the effects or assets of the CEBS under its control.
- In the event of loss/damage of equipments etc. at the premises of the CEBS due to negligence/carelessness of Contractor staff, if established after a joint enquiry, then the Contractor shall compensate for the loss to CEBS.
- The Contractor or its representative/s shall meet CEBS representative/s regularly to take feedback regarding the manpower services. The Contractor will also maintain a suggestion book for comments on the services rendered by it.
- The Contractor shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the CEBS's premises and shall indemnify CEBS for any loss or damage caused by any act of the Contractor or its employees or staff etc.
- The Contractor shall not assign or sublet this Agreement or any part thereof to any third party without the approval of the CEBS. However, he may use the services of associates for providing the services in which case the Contractor shall be responsible for the performance and all acts of the associates as though they were his own.
- In every case the Contractor shall make alternative arrangements for meeting his contractual responsibilities in case of failure of the Sub Contractor/Associate.



- Appointment of Supervisors will be done in consultation with CEBS's representatives and must be approved by them.
- Training on behavior aspects and ethics must be done regularly. CEBS's way of working should be communicated to all contract staff. Training report of the same must be submitted once in a month.
- Labour Licenses required for the work at the site will be obtained by the Contractor.
- Contractor to provide a list of their clients.

19. Dispute Settlement:

It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Director, CEBS, Mumbai whose decision shall be final and binding on both the parties.

20. Personnel to be employed:

Contractor has to make arrangement for providing service on all government holidays and Sundays.

- The Contractor shall inform the Facility In-charge if he changes any contract employees. Any trained employee may be replaced/changed only after ensuring that the employee coming in lieu of the trained employee has been given adequate training in the work required to be done.
- Contractor should compensate the workers appropriately for working on national holidays; Republic Day, May Day, Independence Day.
- Contractor should provide uniform, Caps, Gloves, shoes (2 pairs/year), identity card, Umbrella/Raincoat, Gumboots as per the job requirement. Also to provide implements for the maintenance of Gardens etc.
- Contractor to submit an undertaking to the effect that he will not allow or permit any employee to participate in any trade union activities.
- Eligible agencies may visit / inspect the site on any working day to collect all Information that will be necessary for preparing the Tender and entering into a Contract for the services to be rendered between 10.00 a.m. to 12.30 p.m. and 2.00 p.m. to 4.30 p.m.

21. The competent authority of CEBS reserves the right to withdraw/relax any of the terms and conditions mentioned above in such a situation the tenderer shall be given sufficient time to take the changes into account.
22. The competent authority of CEBS reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
23. The contract shall be awarded to the lowest bidder whose bid is found to be responsive to the tender conditions. If the rates of different bidders are found same, preference would be given to the tenderer having the maximum turnover.

1. Quality and Scope of Services

- 1.1 The Contractor shall appoint trained staff having a good bearing and maintain high standards of turn out, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail reduction from the compensation payable as decided by the Institute. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen/ supervisors/ others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee/ appointees, simultaneously.
- 1.2 It is normally understood and agreed between both the parties that CEBS will not be responsible or be liable for complying with any laws that are in force/ that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, compliance with all statutory requirement, etc.
- 1.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the Contract employees and interact on daily basis with Officer-In-charge regarding delivering the specified service.
- 1.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in CEBS's premises or in connection with the services referred to herein.
- 1.5 The Contractor will immediately to replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in CEBS.
- 1.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act and other statutes/rules/regulations as are relevant and applicable from time to time.
- 1.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfilment of the contractual obligations stated herein. It is understood and agreed that the Contractor will provide decent uniforms, badges/ ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.



1.8

- a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be enclosed with all (whether running/monthly or final) bills.
- b) The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Centre due to the Contractor's non-compliance with statutory obligations. All payments in respect of ESI, PF, ELI, etc. shall be reimbursed by the Centre along with the monthly bills for the respective months only on submission of proof of payment and Schedule of Employees covered.
- c) The contractor shall maintain a muster roll; wages register of all men employed by them and all other documents as required by statutes including Contract Labour (Regulation and Abolition) Act and submit it to the Centre on the 1st of every month for the previous month or as necessary for inspection. The Contractor shall provide all facilities for inspection/ books/ personnel on demand by CEBS or any Statutory Authority.
- d) The contractor should provide the contract employees posted at CEBS all such information/ cards as are required to be provided under various statutes (including Contract Labour (Regulation and Abolition) Act) such as PF A/c number, ESI Card, Employment card and Photo Identity Card to the contract employees posted at CEBS. This should be done immediately but not later than one month from the date of signing joint agreement.

1.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with CEBS at any point of time and this arrangement is purely between the Contractor and the Centre for specific services for the period specified.

- 2. The successful Contractor shall indemnify/keep the Centre indemnified for all claims/ losses arising out of this tender. The Contractor shall indemnify the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties and or cost shall be recovered from the contractor's The successful bidder shall execute an irrevocable indemnity bond in an appropriate stamp paper in favour of CEBS that they



would indemnify and keep CEBS indemnified and harmless against any claims, losses, expenses which CEBS may suffer or incur as a result of breach of contract. The contractor shall further agree that the indemnity herein contained shall remain in full force and effect during the pendency of the contract and that it shall continue to be enforceable till all dues under or by virtue of the said contract have been fully paid and all claims are discharged or till CEBS is satisfied that the terms and conditions of the joint agreement have been fully and properly carried out by the contractor. During such period the contractor shall not be entitled to revoke this indemnity save with CEBS's previous consent in writing.

- 2.1 The Contractor shall follow all rules as may be existing or may be framed from time to time at CEBS on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in CEBS as amended from time to time.
- 2.2 Providing manpower/housekeeping services to reputed organization including Govt. & PSUs at least for the last five years supported. Further, at least one work in any of the above three category must have been carried out in any Govt./Semi-Govt./PSUs organization in India. Certificates of satisfactory performance from these clients are also to be submitted along with tender.
- 2.3 The bid shall be valid for 180 days from the date of opening. Bidders quoting abnormally high/low rates are liable to be disqualified.
- 2.4 No Tenderer will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the tendering firm would stand forfeited.
- 2.5 In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.



Scope of Jobs:

- Maintaining ,Cleaning, sweeping & moping the Centre premises/surroundings, roof tops, chajjas of the building etc,
- Maintaining, Cleaning offices/labs. and washrooms etc.
- Maintaining lawns/gardens – watering, removal of dried leaves, wild grass/weeds etc.
- Removal/disposal of dead animals & dried plants, fallen trees/branches.
- Shifting of office furniture/equipment's, etc
- To pump water in the overhead tanks.
- Any associated job/works assigned by the Centre.
- In case of special requirement of Housekeeping services beyond office hours & holidays, the contractor has to provide the required manpower.
- All cleaning material will be provided by CEBS.
- Making and Serving Tea/coffee to the Officers & staff of the CEBS. Also making arrangements with Tea/Coffee, snacks in the Conference Room during meetings.
- The Supervisor has to coordinate the duties allotted to the Housekeeping staff, work Assistants, Clerks and Maintenance Staff (Plumber, Carpenter & Electrician)
- The supervisor has to maintain the daily attendance Register/Biometric of the employed staff.
- In case of absenteeism of any, the Supervisor has to make arrangements for their replacement so as to not to hamper the smooth functioning.
- The Supervisor has to ensure that the Work Assistants report on duty on time, duties allotted to them are properly done, there is no absenteeism.
- The Supervisor has to ensure the personal Hygiene of the contract staff & ensure that they are in proper uniforms.
- The Supervisor has to coordinate with the Canteen Supervisor regarding work related problems of the Work Assistant and solve them.



Annexure I

Sr. No	Description	Remarks (mentioned page numbers)
1.	NAME OF TENDERING COMPANY FIRM / SELECTED TENDERERS	
2.	NAME OF DIRECTORS	
3.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4.	FULL PARTICULARS OF THE BANKERS OF COMPANY / FIRM / SELECTED TENDERERS, WITH FULL ADDRESS/ TEL. NO.	
(A)	BANK DETAILS	
(B)	ADDRESS OF THE BANK	
(C)	E-MAIL ADDRESS	
5.	REGISTRATION DETAILS :	
	(A) PAN NO. (attach copy of proof)	
	(B) GST REGISTRATION NO.(attach copy of proof)	
	(C) E.P.F. REGISTRATION NO.(attach copy of proof)	
	(D) E.S.I. REGISTRATION NO.(attach copy of proof)	
6.	DETAILS OF EARNEST MONEY / TENDER FEE DEPOSIT	
(A)	AMOUNT (RS.)	
(B)	D.D. NO. AND DATE	
(C)	DRAWN ON BANK	
7.	The Tenderer should have the Registered / Branch Office in Mumbai. (attach copy of proof)	
8.	The Tenderer should be a company registered under the Companies Act, 1956.(attach copy of proof)	
9.	Tenderer should provide copy of the License under Contract Labour (Regulation and Abolition) Act. (attach copy of proof)	
10.	The Tenderer should possess valid ISO - 9001 certification. Copy of certificate has to be attached with the Technical Bid.(attach copy of proof)	

Annexure II

UNDERTAKING (To Be Given on Rs. 100 Non Judicial Stamp duly Notarized)

- a. The undersigned certify that I have gone through the terms and conditions thoroughly mentioned in the tender document & its corrigendum if issued and undertake to comply with them and will abide to it.
- b. The rates quoted by me are valid and binding upon me for the entire period of contract.
- c. The earnest money of Rs.50,000/- to be deposited by me has been enclosed herewith vide Demand Draft no_____, Dt_____, drawn on bank_____, Branch._____
- d. I/We give the rights to CEBS Authorities to forfeit the earnest money deposited by me/ us if any delay occurs on my part for Engaging of manpower service on contract basis to CEBS Canteen, Mumbai.
- e. There is no vigilance / CBI case or court case pending against the firm and also no other case is pending regarding any statutory dues like EPF, ESI, Minimum Wages, Service Tax etc.
- f. I hereby undertake to provide supply of man power as per directions given in the tender document.
- g. The Contractor will vacate the space and hand over the possession of the premises on the expiry of the term of the contract or on termination of the contract. If the Contractor fails to vacate the space on stipulated date or on direction then damage charges for the overstay at the rate of Rs. 10000/- (Rupees ten thousand) per day will be recovered from the Contractor out of the Security Deposit. If Security deposit is insufficient to recover damage charges then the same will be recovered through the Courts of law.
- h. I hereby declared that my firm/company has not been black listed in the past three years by any Govt./private institution in similar type of operation i.e manpower services.

Signature of the tenderer

Annexure III

No. of employees proposed to be deployed for running the contract.

Quote Total monthly rate in respect of the following: - Rate for one-man day under Category:

Sr. No	Description	Requirement of manpower as estimated	Rate per month in Rs.(including GST)
1	Employee with SSC Qualification works Asstt. –	05 (Five)	
2	Employee with Graduate qualification (Clerks/Office Assistant.	05 (Five)	
3.	Providing Housekeeping Services. Male : 20 Nos. Female: 02 Nos.	22 (Twenty-Two)	
4.	Supervisor	01 (one)	
5.	Providing Technical Staff with ITI passed. Electrician : 01 No. Carpenter : 01 No. Plumber : 01 No. OR Multifunctional	03 (Three) 01 (one)	

Signature of Tenderer