



INDIRA GANDHI PANCHAYATI RAJ & GRAMINVIKASSANSTHAN
(STATE INSTITUTE OF RURAL DEVELOPMENT)
JAWAHARLAL NEHRU ROAD, JAIPUR-302004
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**TENDERS FOR MANPOWER SERVICES, GARDEN MAINTINANCE
AND CLEANING**

TENDER FORM

The tender documents may be collected from the office during office hours (9.30 a.m. to 6.00 p.m.) from Assistant Director (Adm.) from 19.09.2014.

COST OF THE TENDER FORM-	Rs. 400/-
DURATION OF THE TENDER-	1 year
ESTIMATED COST-	40 Lac
EARNEST MONEY-	80,000/-
LAST DATE OF SUBMISSION OF THE TENDER-	29.09.2014 (1.00 PM)
OPENING OF TECHNICAL BID-	29.09.2014(3.00 PM)
OPENING OF FINANCIAL BID-	30.09.2014 (3.00PM)
(In presence of the tenderers)	

The tender document fees (Rs.400.00) in the form of Demand Draft shall be attached with the tender document downloaded from the internet. (www.igprgvs.rajasthan.gov.in&www.sppp.raj.nic.in) The Demand Draft shall be addressed to the Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur.

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Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan Invites sealed bids under the two bid system (Technical bid & Financial bids) from registered & authorized firms/agencies for Housekeeping, Manpower Services, Cleaning, Garden maintenance & Catering .

Technical Bid:

1.	Name of the firm/Company/Service Provider	
2.	Name of Proprietor/ Director or Authorized person of Firm	
3.	Address of the tenderer	
4.	Mobile/Telephone No.	
5.	Details of deposit of Tender document fee	
6.	Details of deposit of Earnest Money(Rs.80,000/-)	
7.	Annual Turn-over for last 3 years morethan 30lacs (with proof of service tax/TDS)& Bank statements and Audited Balance Sheets of last 3 years.	a) b) c)
8.	Certificates of experience of working in Govt/PSUs or large private corporate organizations in the field of Manpower supply, Garden Maintenance and cleaning for last 3 years.	
9.	Undertaking on a non-judicial stamp paper of Rs.100/- that no responsibilities/ litigations related to ESI/PF/Service Tax remain pending/outstanding at his end; and that the firm has not been black listed/ debarred by any government department / undertaking.	
10.	License from Labor Department (copy to be enclosed)	
11.	Copy of ESI, PF & service tax registration	
12.	Copy of PAN Card of the firm	

General Conditions:

1. The Tenderers shall submit the bids in two separate envelopes i.e. technical bid & financial bid into two separate boxes. Financial bids of only the firms which fulfill all the conditions of technical bid shall be opened.
2. The tender shall be accepted only in the prescribed format & shall be opened in front of the tenderers present. Tenders received after due time shall not be considered.
3. The service provider or his representative shall together with an officer of the institute will monthly inspect the services being provided & monthly payments shall be made on that basis.
4. The tenderer should attach a list of Institutions/ Offices where he is presently giving services so that if required those offices/Institutions may be inspected.
5. If the property (Moveable/Immoveable) of the Institute is damaged by any staff of the service provider. Then the entire responsibility shall be of the service provider & all the loss suffered shall be compensated by the service provider.
6. The tenderer should inspect the institute before submitting the bid & should quote the rates accordingly.

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7. The tenderer should ensure minimum wages to the employees. The minimum wages shall be calculated on the basis of 30 days month. Proposals below the minimum wages shall not be considered.
8. The tenderer should have licenses from Labour Deptt., ESI, PF as per rules. The tenderer shall comply with all the Rules of Labor Deptt. The Institution shall have the rights to cancel the contract if any violation of Labor Rules is found.
9. The bid shall be filled in clear words and numbers with pen. The bids with cutting/overwriting /filled with pencil shall stand cancelled.
10. The Tenderer shall sign on each page of the tender documents and at the end of the document stating his acceptance of the conditions laid down in the bid. If need be, the tenderer may seek clarifications regarding any conditions of the contract on any working days during the working hours from the Additional Director, IGPR&GVS.
11. Bids with conditions shall in no case be accepted.
12. The service provider shall not sublet the assigned task to any other agency.
13. The services shall be hired for a period of 12 months. If the services of the service provider are found satisfactory, then with mutual agreement the period of contract may be extended for 12 months.
14. The Institution shall not be bound to accept the lowest bid and shall have the rights to cancel the bid completely or partially, without stating any reasons thereof.
15. The tenderer should have a **minimum experience of 3 years** in the field of House-keeping, Garden Maintenance, Manpower supply, Mess management in the Govt. /PSUs or large private corporate organizations. **Three years experience certificate** of the preceding years shall be necessarily enclosed in the technical bid.
16. The tenderer shall submit an **undertaking on a non-judicial stamp paper of Rs.100/-** that no responsibilities/litigations related to ESI/PF/Service Tax remain pending/outstanding at his end; and that the firm has not been black listed/ debarred by any government department / undertaking.
17. Banker's cheque/Bank Demand Draft/receipt of cash deposit of the **Earnest Money (Rs. 80,000/-)** at the Institute shall be necessarily enclosed in the technical bid. The Demand Draft shall be addressed to the Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur. In case of acceptance of the bid with amount shall be adjusted in the Security Deposit. In case of non-acceptance of the bid this amount shall be returned by the Institute.
18. The Earnest Money shall be forfeited in the following cases:
 - a) When the tenderer withdraws or modifies the offers after opening of tender but before acceptance of the tender.
 - b) When he does not execute the agreement, if any, prescribed within the specified time.
 - c) When he fails to commence the services as per the Institute's order within the prescribed time.
 - d) When the tenderer does not deposit the Security Money after the order is given.
19. In case of acceptance of the bid the tenderer shall be required to submit an agreement on a non-judicial stamp of Rs.1000/- in the prescribed format. The expenses incurred in the making of the agreement shall be borne by the Contractor.
20. Before signing of the agreement the contractor shall deposit 5% of the value of the tender as Security Deposit with the Institute. This deposit shall be refunded to the Contractor after two months of satisfactory completion of the assigned task. No interest shall be payable on the amount deposited.
21. The service provider shall be responsible for the behavior of the staff deployed. Misbehavior /mis-conduct by any employee may lead to immediate cancellation of the contract.

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22. The service provider shall be responsible for timely deposit of PF, ESI, service tax. Copies of deposits of PF & ESI for a particular month have to be made available to the Institute when the bill is submitted for payment in the next month. No payment shall be possible without the said annexures.
23. Any sort of intoxication (liquor, smoking etc.) by the staff of service provider shall cause the cancellation of the contract.
24. The service provider shall credit the salary of the staff in the bank account through cheque. The Institution has the right to ask for a copy of bank pass book of the staff deployed at IGPR&GVS.
25. The service provider shall get the police verification of the staff deployed at the Institution done before deploying.
26. The service provider shall provide the details of the staff viz. name, mobile no; address and other essentials to the Administration.
27. Jurisdiction for all litigations shall be Jaipur city.
28. The service provider shall also provide the Administration with the Medical Certificate/Fitness Certificate of the staff deployed in the Institute.
29. Rates quoted in Financial Bid will be inclusive of all taxes & all Govt. liabilities i.e. Service Tax, VAT, PF, ESI. etc.

Special Conditions:

Manpower:

1. Driver:

- a) The Driver provided by the service provider shall remain in the office during office hours or as directed by the Administration.
- b) The Driver shall provide a copy of the driving license to the Administration.
- c) In case of absence of the Driver without permission a penalty @ 1000/- per day shall be deducted from the total bill.
- d) The Driver shall comply and abide the Motor Vehicle Act and the Institute shall in no way be responsible for his carelessness during driving.

2. Computer Operator/Receptionist/Stenographer/Hostel Warden/Computer Programmer/Peon:

- a) In the absence of an employee it shall be responsibility of the service provider to make alternate arrangement.
- b) If the services of an employee are found to be unsatisfactory the service provider shall provide a replacement within 1 working day.
- c) In case of absence of the employee without permission a penalty @ 1000/- per day shall be deducted from the total bill.
- d) In exceptional cases the employee may be called for duty even on holidays.
- e) The service provider shall provide only proficient staff.

3. Security Guards:

- a) The service provider shall provide Security Guards in shifts such that each security guard works for 8 hours. The security services shall be provided for 24 hours.

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Special Conditions:

Gardening:

- a) The Institution shall not provide any kind of equipments to the Gardner. Water and Electricity shall be provided free of cost by the Institution for gardening purpose.
- b) The bricks of the garden shall have to be painted twice a year.
- c) New saplings shall be created from existing plants or sowing new seeds.
- d) The grass in the lawn shall be trimmed fortnightly through electric cutting machine.
- e) The garbage obtained after cleaning the garden shall be disposed at an appropriate place.
- f) If the service provider is not able to perform satisfactorily or as per the standards required by the Administration then the contract may be cancelled without any prior notice.
- g) The payment to the service provider shall be made on a monthly basis through cheque. In case the services are not found to be satisfactory deductions in the payments may be caused by the Institution. The decision of DG, IGPR&GVS shall be final and un-questionable in this regard.
- h) The service provider is required to inspect the garden area of the Institution and quote his rates accordingly.
- i) New pots of seasonal flowering plant of various types shall be readied for Institute main building, lawn and both the hostels. Flower beds shall also be prepared with colorful flowering plants like chrysanthemums, dahlia, lilies, dog flower, marigolds etc. in winters and mogras, champas etc. in summers bordering the lawns in the Institute campus and the dividers.
- j) All plants (including indoor plants), trees, lawns, flower pot in the Institute campus shall have to be nurtured by regular weeding, digging, transplanting, watering, manuring as required. Preventing plant diseases and infestation of insects shall also be ensured through use of insecticides/pesticides, as and when required.
- k) The plants shall be provided by the Institute.
- l) The tenderer should understand that merely watering and maintaining existing plants is not the expected role of the agency. What is required is the creative use of plants and flowers for interior decoration of the Institute's seminar hall, lobbies etc.

Special Conditions:

Cleaning

1. The service provider shall ensure that the entire office premises are thoroughly cleaned by 9.00 a.m. and again at 2.00 p.m. every day. The cleaning staff shall stay in the office premises till the duration of training or 6.00 p.m. whichever is later. The staff may be directed to perform the cleaning activities as and when required by the Institute Administration.
2. The cleaning staff of the service provider shall perform their duties on all days, including holidays-for which a team of 4 cleaners in Institute's main building & 4 cleaners for 2 Hostel Blocks will have to be ensured on a regular basis.

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3. The Institution shall not provide any kind of cleaning materials (e.g. Phenyl, Odonil, Harpic etc.) machinery, equipments and instruments required for cleaning. The cost of all the material shall be borne by the service provider. A record of cleaning of the washrooms shall be maintained in writing by the staff. In case of mechanized cleaning the electricity shall be provided free of cost.
4. The cleaning staff shall be in proper uniform and have identity card with them.
5. The cleaning staff shall be required to perform complete cleaning of the Hostel rooms and premises at the end of the training/check-out. For this purpose the service provider shall have to make available adequate staff at the directions of the administration.
6. The carpet laid down in the Institute's premises shall be cleaned weekly using a vacuum cleaner to be provided by the service provider.
7. The windows, walls, doors, glass-panes & office equipments viz. Computers, Printers, tube-lights, fans, almirahs, switch-boards, Air Conditioners etc. shall be properly cleaned weekly.
8. The garbage collected after cleaning the premises shall be completely disposed at the appropriate place municipal dumpers by the cleaning staff. The staff shall ensure that bio-degradable waste and non-bio-degradable waste is collected and disposed separately.
9. It shall be the responsibility of the Service Provider to keep the Institute Campus Mosquito free by regular use of mosquito repellants.
10. The service provider shall provide sufficient cleaning staff to ensure the standards of quality are maintained and perfect cleanliness is ensured.
11. If the service provider is unable to provide his services on any day, the Institute shall have the right to go in for alternative arrangements. A penalty of double the costs incurred on making alternative arrangements shall be levied on the service provider.
12. The services of the service provider shall be terminated without giving prior notice if the services are not satisfactory or do not meet the standards required by the administration.
13. The payment to the service provider shall be made on a monthly basis through cheque. In case the services are not found to be satisfactory deductions in the payments may be caused by the Institution. The decision of DG, IGPR&GVS shall be final and un-questionable in this regard.

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Additional Director

अतिरिक्त निदेशक,
इंदिरा गांधी पंचायती राज एवं ग्रामीण विकास संस्थान,
जयपुर

FINANCIAL BID

Manpower: The number of person/staff indicated here are tentative and the number may be varied as and when required by the Administration. Rate should be quoted for per person.

S. No.	Category of Manpower	No. of persons required	Minimum Qualifications & experience	Net amount to be paid by cheque to incumbent	ESI (Rs.)	EPF- Contribution (Rs.)		Service Tax (Rs.)	Service Charge (Rs.)	Total Amount (Rs.)
						Employee	Employer			
1	Driver - HMV	1	8th pass + commercial driving license							
	Driver - LMV	2	8th pass + Commercial driving license							
2	Computer Operator- Cum Office Assistant	10	Graduate with computer proficiency							
3	Computer Programmer	01	MCA/M.Sc (IT)							
4	Hostel Warden	01	Graduate in Hotel Management							
5	Receptionist	01	Graduate with good communication skills							
6	Steno-English & Hindi	02	Graduate with knowledge of Stenography							
7	Peon/Office Boy	10	8th pass							
8	Security Guard	06	Ex-servicemen							

THE RATES QUOTED ARE INCLUSIVE OF ALL KIND OF THE TAXES AS PER GENERAL CONDITION NO 29

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FINANCIAL BID

Gardening :

S. No.	Name of the work	Total Amount per month
1	Garden Maintenance of the entire Institute	In figures In words

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FINANCIAL BID

Cleaning:The rates are inclusive of all taxes.

S.No.	Name of the work	Total Amount per month
1	Cleaning of the all floors & rooms of the Institute, Auditorium, the road around the Institute building, parking (on all days, including holidays)	In figures In words
2	Cleaning of all floors & rooms of both the hostels, porches & other area	In figures In words
	TOTAL	

THE RATES QUOTED ARE INCLUSIVE OF ALL KIND OF THE TAXES AS PER GENERAL CONDITION NO 29

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