



**MADHYA PRADESH STATE TOURISM DEVELOPMENT
CORPORATION LTD. PARYATAN BHAWAN, BHADBHADA ROAD,
BHOPAL.**

TENDER FOR HOUSEKEEPING FOR "PARYATAN BHAWAN"

Ph.: 0755-2774341-44

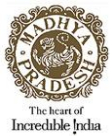
Ref.No. 9501-A

Date: 30/08/2012

M.P.S.T.D.C. Bhopal invites sealed tenders for outsourcing of complete **Housekeeping** for "Paryatan Bhawan" Bhopal. Tender can be downloaded from: www.mptourism.com. **Last date for submission: 15/09/2012 upto 3.00 p.m.**

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Managing Director



MADHYA PRADESH STATE TOURISM DEVELOPMENT CORPORATION LTD.

PARYATAN BHAWAN, BHADBHADA ROAD, BHOPAL.

TENDER FOR HOUSEKEEPING FOR "PARYATAN BHAWAN"

Tender Fee: ₹ 1,000/-

EMD: ₹ 25,000/-

TENDER NO. 9501-A

DATE: 30/08/2012

TERMS & CONDITIONS

LAST DATE FOR SUBMISSION:

15/09/2012 UPTO 3.00 P.M.

OPENING DATE & TIME OF TECHNICAL BID:

15/09/2012 (3.30 P.M.)

1. Two separate Demand Drafts of ₹ 1,000/- as Tender Fees & ₹ 25,000/- as Earnest Money from any Nationalized Bank in favor of M.P.S.T.D.C. Bhopal must be submitted with the Tenders otherwise, tender will not be entertained.
2. Rates to be quoted for One Year according to the Rate Schedule enclosed with "Annexure-B". Rates must be inclusive of all Taxes, EPF, ESI, other Govt. Duties and minimum wages (Collector Rates) to the Workers. Rates are required for Housekeeping including Carpet and Open Area without cleaning materials.
3. Cleaning materials will be given by the MPT for Housekeeping but tools, mops & machines will have to be brought by the tenderer.
4. Housekeeping work as mentioned in the Rate Schedule must be taken into consideration while offering the rates.
5. Staff should be provided with cleaned uniform and identity cards, so that security can identify them easily.
6. M.P.S.T.D.C. will not be responsible at all in case of any miss happening to the labours deployed on Housekeeping work contract.
7. If the officer on duty does not find the Housekeeping Work satisfactory, agency has to provide the immediate & proper attention without any delay.
8. Adequate safety precautions are to be taken by the contractor to ensure safety of his workmen.
9. Successful tenderer will have to carry out the work on the final rates within given time limit. In case of failure, E.M.D. will be forfeited.

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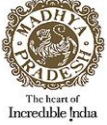
10. The contractor shall adhere to the labour rules and workmen compensation Act and payment of minimum wages.
11. No compensation due to any loss of life or material or any other account is given by M.P.S.T.D.C. Only tenderer shall have to pay all the compensation in case of any accident, injury to his labour.
12. The successful tenderer will be responsible for maintaining cleanliness at the working place whenever required.
13. In the agreement period, the contract will have to ensure that the Cleanliness of the working place is in good & healthy conditions.
14. Preference will be given to the tenderer who's having previous knowledge of minimum 05 Years in the same field.
15. In case of unsatisfactory work, the agreement may be terminated and E.M.D. will be forfeited.
16. Technical selection of tenderer will be based on essential qualifications mentioned in **Annexure-A**.
17. Tenderer who's having valid required certificates and qualifications will be considered qualified for the Financial Bid.
18. The decision of M.P.S.T.D.C. representative in assessment of the quality of work shall be final and the contractor has to agree upon it.
19. **Penalty:** Deduction on account of unsatisfactory housekeeping services and improper maintenance of common hotels will be made from the mnthly bills. The recovery will be decided by the competent authority of MPSTDC.
20. **SUBMISSION OF TENDER:** The main Bid envelope should consist of 2 separate envelopes contained with Technical and Financial Bids. Technical Bid should be consisted with Tender Fee, E.M.D. and Annexure-A.

Note: Any disputes arising out of this tender will fall under the jurisdiction of the Bhopal Court only.

Executive Director

DESCRIPTION OF HOUSEKEEPING WORKS
AT "PARYATAN BHAWAN"

S. No.	Description of Housekeeping Works
1	<p><u>House Keeping required round the clock including on all holidays etc.</u></p> <p>a. General up keep of "Paryatan Bhawan" in perfect and impeccable manner by deploying effective arrangement needed for improving the internal environs as per the directions of Office-in- Charge.</p> <p>b. Every toilet and washroom should be cleaned minimum two times in a day.</p> <p>c. The work includes dry sweeping using brooms or by mechanical means or electrically operates vacuum cleaners etc. as and when required.</p> <p>d. The work includes wet mopping the floors also with liquid soap solution using best quality soap solution diluted as per manufacturers specifications as and when required.</p> <p>e. Removal of cobwebs periodically inside the rooms and suites in a sequence to repeat the performance at least once in 15 days carefully to bring the surface to the original condition.</p> <p>f. The window glass panes, door/ventilators, ceilings, walls internal furniture, lights, fans, electrical fitting, etc; shall be cleaned from dust, using glass cleaning liquid or suitable cleaning media etc; in all the office rooms/cabins, Canteen & Conference hall etc.</p> <p>g. Cleaning the furniture's of all the rooms neatly as and when required.</p> <p>A. General up keep of corridors, lounges, balconies to maintain high standard of hygiene by deploying suitable arrangements as per the directions of Office-in-Charge.</p> <p>a) The work includes dry sweeping of floors by manual means through brooms or by electrically operated vacuum cleaners etc; or other mechanical means.</p> <p>b) The floor shall also be wet mopped using liquid soap solution diluted.</p> <p>c) The open area, corridors, balconies shall be cleared of dry leaves and other rubbish to upkeep the area tidy and clean.</p> <p>d) Cobwebs at wall junctions shall also be periodically checked and removed.</p> <p>e) Periodicity of cleaning may increase during rainy days when there are chances of floors becoming dirty veryoften and accumulation of rainwater at various spots.</p> <p>f) The open area shall be broomed regularly in order to remove the dry leaves, waste papers etc; by deploying suitable means as deemed required fr the occasion.</p> <p>g) All the roofs, chajjas, rain water spouts, connecting rodas, pathways shall be broomed regularly i order to remove the dry leaves, waste papers etc.</p> <p>h) Clearing of water/moisture on floors during rains for all the buildings.</p> <p>i) Wahing of common areas once in a week.</p> <p>B. Periodical up keep of toilets located in individual Cabins/Office Rooms and elsewhere consisting of various fixtures such as washbasins, mirrors/IWC/EWC with various modes of scrubbing, rubbing and removal of dirt dabs and other stains etc; to bring to original condition.</p> <p>a) The work includes wet mopping of flooring using deodorants etc; as per the needs to maintain the hygiene.</p> <p>b) The toilet shall be kept clean by cleaning using suitable means to required standards including using approved quality phenyl, cleaning agents etc.</p> <p>c) Checking the working of installations like light fittings, A/C geysers, PH fittings, doors, ventilators etc: and noteing the defects, if any, immediate infrom to the Office-in-Charge for rectification.</p> <p>d) The mirrors, glazed tiles shall be cleaned and kept neat. Damages, if any during the cleaning shall be made good by the contractor.</p>



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BHADBHADA ROAD, BHOPAL.**

TENDER FOR HOUSEKEEPING FOR "PARYATAN BHAWAN"

Tender Fee: ₹ 1,000/-

EMD: ₹ 25,000/-

TENDER NO. 9501-A

DATE: 30/08/2012

REQUIRED ESSENTIAL QUALIFICATIONS

TECHNICAL BID

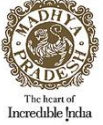
LAST DATE FOR SUBMISSION: **15/09/2012 UPTO 3.00 P.M.**

OPENING DATE & TIME OF TECHNICAL BID: **15/09/2012 (3.30 P.M.)**

S. No.	Required Qualifications	Particulars
1	Name of the firm with Complete Postal Address & Phone Numbers/Mobile Nos.	
2	Name of Proprietor	
3	PAN No.	
4	Registration Certificate of the Firm	
5	PF ESI Service Tax No.	
6	Labour License	
7	List of clients with work completion certificate & copy of Work Orders	
8	Experience of having successfully completed similar work in Government Department during last 3 years.	
9	The Agency must possess necessary license for labour.	
10	Copy of balance sheet for last 3 years.	
11	Minimum three similar complete works (with the Govt. Sector) each costing not less than amount ` 5.00 Lakh to be enclosed.	
12	Agency must have trained staff (Total number with name).	
13	List of Tools & Machinery available	

Note: Copies of the required valid certificates must be enclosed otherwise tender will not be entertained.

**Seal & Signature
of Authorised Person**



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TENDER NO. 9501-A

DATE: 30/08/2012

SCHEDULE OF RATES

FINANCIAL BID

HOUSEKEEPING OF "PARYATAN BHAWAN"

LAST DATE FOR SUBMISSION: 15/09/2012 UPTO 3.00 P.M.

Sl. No.	Particulars	Mini. Qty. Reqd.	Rates per Month	C.P.F./E.S.I.	Service Tax	Service Charges	Total Amount
1	Supervisor	01 No.					
2	Sweepers	08 Nos.					
3	Mechanized Floor Cleaner	01 No.					
4	Road Sweeper Machine	01 No.					

Rates must be inclusive of all taxes, CPF, ESI, other Govt. Duties and minimum Collector Wages.

Declaration

We are unconditionally agreed with the terms & conditions mentioned in the tender document no. 9501-A dt. 30/08/2012 Bank Draft No. dt. of ₹ 25,000/- (Rs. Twenty Five Thousand only) issued from (name of the Bank) towards EMD in favour of MPSTDC is enclosed. We also agree to convert our EMD into security deposit for one year against finalization of tender in our favour.

**Name & Signature of
Authorised Person with complete address**