



VASANTDADA SUGAR INSTITUTE
Manjari (Bk.), 412 307, Tal. Haveli,

Dist. Pune, Maharashtra, India

Phone 020 - 26902100, 26902171, 26902172

Fax 020 - 26902244

Website : www.vsisugar.com

NOTICE

Tender for Sanitation / Toilet Cleaning Services.

Vasantdada Sugar Institute, Manjari (Bk)., invites Tender for the Sanitation / Toilet Cleaning Services from Eligible Firms / Companies / Organizations / Agencies having minimum three years experience in executing similar kinds of work. Tender may be downloaded from VSI Website www.vsisugar.com against payment of Rs. 500/- + GST

DIRECTOR GENERAL
VSI, PUNE



VASANTDADA SUGAR INSTITUTE
Manjari (Bk.), 412 307, Tal. Haveli,

Dist. Pune, Maharashtra, India

Phone 020 - 26902100, 26902171, 26902172

Fax 020 - 26902244

Website : www.vsisugar.com

Tender Document For “Sanitation/Toilet Cleaning Services Vasantdada Sugar Institute, Pune

Date of publication of tender notification	30/12/2022
Sale of tender document commence from	30/12/2022
Last date for Sale of tender document	12/01/2023
Last date for receipt of duly filled in tenders	12/01/2023

Note: This tender document contains 10 pages and bidders are requested to sign with office seal on all the pages. The Technical bid & the Price bid should be sealed by the bidder in separate covers duly superscribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly superscribed as “Sanitation/Toilet Cleaning Services .

TENDER NOTICE

Vasantdada Sugar Institute, Pune invites sealed tender for the Sanitation/Toilet Cleaning Services from the eligible Firms/ Companies/ Organisations/ Agencies having minimum 3 (Three) years experience in executing similar kind of works/ job in Central/State Govt. Department/ PSUs/ Reputed Organizations. Tender may be down loaded from VSI website **www.vsisugar.com** or may be obtained from Estate Department of Vasantdada Sugar Institute, Pune against payment of Rs. 500/- + GST as tender cost in the form of Demand Draft favouring Vasantdada Sugar Institute, Pune during normal office hours.

The tender duly sealed should be addressed to the Director General Vasantdada Sugar Institute, Manjari Bk, Tal. Haveli., Dist. Pune super-scribing “Tender for Sanitation/Toilet Cleaning Service at the top of the envelope.

The site (at the above mentioned address) can be inspected any time during working hours on any working day with prior appointment. No extra claim shall be payable for non awareness of the site conditions and constraints. VSI, Pune reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender without assigning any reason thereof. No correspondence in this regard will be entertained.

SUBMISSION OF BIDS

Bids shall be submitted in two separate envelopes namely, ‘Technical Bid’ (Annexure-I) and ‘Financial Bid’ (Annexure-II). The technical and financial bids duly sealed in separate envelopes must be kept inside a single third envelope and clearly superscribed with “Sanitation/Toilet Cleaning Services”. The envelopes should be clearly marked as ‘Technical bid’ (Envelope-1) and ‘Financial Bid’ (Envelope-2). **Envelope of Technical Bid shall also contain the EMD of Rs. 10,000/- (in the form of Demand Draft/Pay Order payable in favour of “Vasantdada Sugar Institute, Pune”).**

- Technical Bid shall contain the information in Annexure-I duly supported with the documents (duly self attested) in support of having successfully executed the similar work of same/higher capacity minimum 3 (Three) years experience, registration details, copy of PAN card etc.
- The financial bid in Annexure-II, of the tenderers whose technical bid is found to be suitable will be opened .

- If Price Bid is found not in order or according to our format, the same may be liable to be cancelled even if the agency is qualified for the financial bid.
- Tenders received in the single-bid system or if the technical as well as financial bid are received in the same envelope shall be rejected forthwith.
- Amount should be quoted both in Words & figures and in case of any discrepancy in rate quoted in words & figures the rate quoted in words shall be treated as final.
- No corrections in rates quoted are allowed. If there is any correction same should be attested by the authorized signatory no. correction in rates should be indicated.

SCOPE OF THE WORK

1. Daily and continuous cleaning of all the toilets of the VSI, Campus on all days of the week from 8.30 AM to 4.30 PM, except Sunday and other public holidays. The cleaning will include sweeping, brushing, cleaning and washing of all the toilets at the campus. The materials to be used are Bleaching, Phenyl, Liquid soap, Naphthalene balls for urinals, wet or dry mop, chrome polish, disinfectant & deodorizer, Room Freshener (spray/ cubes), etc. and any other materials if required to keep the toilet fully dry. The cleaning materials shall be supplied by the V.S.I. The contracting firm should maintain register for the day to day cleaning materials received & used.
2. The agency will have to remove all the rubbish from the above toilets from the building to outside garbage area. In case of emergencies, the cleaning work might be required on Sundays and other Public holidays for which no extra claim will be entertained.
3. Sweeping, mopping, dusting, cleaning and all other allied works have to be completed before 9.30 AM on all working days including Saturday or as per requirement of the Institute. However, regular cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) shall be done continuously during office hours (at the regular interval as per requirement, usage and instruction given by the department from 8.30 AM to 4.30 PM i.e. during office hours and beyond). Routine Cleaning to be done twice of all WC, Basin, Floor, Dustbin in the Toilets once before 9:30 am and once after break at 1:00 pm/ 2:00 p.m. every day as well as, as & when required.
4. The Contracting agency shall make arrangements of refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl, toilet roll, tissue box and liquid soap for hand

wash (in all the attached toilets of officers, toilets attached to faculty room and in all toilets

5. Restocking of toiletries in toilets after intensive daily checking in the morning and afternoon cleaning and scrubbing of toilets, WC's, urinals wash basins, floor area of toilets and cleaning and wet dusting / wiping of mirrors, frames etc. in toilet, refilling liquid soap dispensers (on daily basis in toilets and requirement basis in officers toilets), refilling of toilet rolls / tissue papers etc.

6. Payment will be released monthly based on manually inspection & certification by the Estate Manager.

CONDITIONS

1. Telegraphic or conditional tender may not be accepted or the condition(s) may not be considered.

2. The contract for Sanitation/Toilet Cleaning services shall be commercial contract and between VSI, Pune & the tenderer. There shall be no employer-employee relationship between VSI, Pune and the contractor and/his personnel.

3. The rates quoted shall include the cost of, labour only, (including all formalities of minimum wages act. P.F. contribution, gratuity, ESIS contribution etc.) as required for the completion of work.

4. The quoted rates shall be inclusive of all taxes, duties, only, as applicable and no extra charges shall be payable on this account work except GST.

5. TDS as per rules shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company.

6. Payment will be released on monthly arrear basis after receiving after the bill.
7. Tenderer shall be responsible for strict compliance of all rules and regulations which is already enforced or which may be enforced from time to time by the appropriate authority.
8. The tenderer must visit the site and shall satisfy himself as to conditions under which the work is to be performed. He shall also check and ascertain the locations of any existing system or equipment or any other situation, which may affect the work. No extra claim for ignorance or on the ground of insufficient description will be allowed at a later date.
9. In case of non-satisfactory service VSI, Pune authority may impose penalty (financial or other) as deemed fit.
 - 9 a. In case of failure on the part of contracting agency to complete the work satisfactorily during the contract period. The another agency shall be appointed for remaining period of contact and extra expenditure involved in this account shall be recovered from the original contracting agency.
10. VSI,Pune will not provide any mode of transport in respect of men required for the contract.
11. The contractor shall ensure that either he himself or his representative is available for proper administration and supervision at the work place.
12. In case of any damage or loss to the Institute's property or material caused directly or indirectly by the contractor's personnel, the contractor shall be held fully responsible, and the Institute shall be entitled to deduct appropriate amount with penalty from contract fees payable to the contractor. The amount of loss or damage as determined by the VSI, Pune authority shall be final and binding on the contractor.

13. The contractor will be solely and exclusively responsible to adhere all the statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws or any other prevalent laws.

14. The Contractor shall at all times indemnify and keep indemnified the owner and its officers, servants and agents from and against all third party claims whatsoever including but not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workmen's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.

15. Initially the contract will for one year only and the contract may be renewed or extended for further periods on mutually agreed terms and conditions subject to satisfactory services provided by the agency.

16. The Experience certificate/work completion certificate are to be submitted with the tender.

17. No payment shall be made in advance.

18. The Technical Bid should contain **Earnest Money Deposit** of an amount of Rs. **10,000/-** in the form of Nationalize and scheduled bank Demand Draft/ Pay Order in favour of VSI, payable at Pune to be submitted with Technical Bid] without which the tender shall be summarily rejected. EMD of tendering parties, whose tenders are not accepted, shall be refunded without interest, within 60 days of opening of tenders. This Earnest Money Deposit (EMD) will not bear any interest.

19. The Earnest Money deposited is liable to be forfeited if the tenderer withdraws the tender within the period of validity of the tender.

20. The successful tenderer shall be required to deposit the **security money of 5%** of the total bid value at the time of acceptance of Work Order through Demand Draft favouring VSI, Pune. No interest shall be paid on such security deposit, which shall remain with the Institute during the period of the contract and it shall be released after two months of the expiry or termination of the contract after deducting dues, recovery, etc. if any and as applicable.

21. No interest shall be paid on security deposit which shall remain with the Institute during the period of guarantee and it shall be released after two months of the expiry of the guarantee after deducting dues, recovery, etc. if any and as applicable.

22. A separate **Demand Draft/ Pay Order of Rs. 500/- + GST** (Non – Refundable) drawn in favour of VSI, payable at Pune against Tender document fee shall be attached with Technical Bid in case the tender document is downloaded from the website.

23. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of VSI, Pune.

24. The contract initially for one year the same can be withheld /cutlet due to any reason by either side by given one month notice

25. The following documents shall be submitted along with tender:

a) True/attested copy of current and valid Trade Licence.

b) True/attested copy of Service Tax Registration

c) True/attested copy of VAT/Professional tax, GST etc. (if & as applicable).

d) Photocopy of PAN card.

e) The tenderer should submit Registration / Licence under Contract Labour (R&A) Act 1970, for providing Cleaning Staff

26. VSI, Pune reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender without assigning any reason thereof. No correspondence in this regard will be entertained.

TECHNICAL BID for SANITATION / TOILET CLEANING SERVICES IN THE VASANTDADA SUGAR INSTITUTE, CAMPUS.

Sr.No.	Particulars	Mention "Yes or No"
1	Whether 'Technical' & 'Price' bids submitted separately and the respective envelopes superscribed properly	
2	Whether Demand Draft of Rs.10,000/- (Rupees Ten Thousand only) in favour of Vasantdada Sugar Institute, Pune is enclosed as EMD with the Technical Bid submitted	
3	Whether document [Work Order, etc.] in support of having minimum 3 (Three) years experience in execution of similar works alongwith a list of organizations (Govt., PSU, reputed MNCs/ organisations) where the Contractor is currently providing/ has earlier provided this kind of service/jobs, submitted.	
4	Whether Trade License for this kind of jobs enclosed	
5	Whether copy of Pan Card enclosed	
6	Whether copy of Registration / Licence under Contract Labour (R&A) Act 1970 (for deputing Cleaning staff for this service)	
7	Whether copy of Service Tax registration [if applicable] enclosed	
8	Whether copy of other statutory registration certificates like VAT/ Professional Tax, GST etc. enclosed (if & as applicable)	

9	Whether capable of providing 5% of total bid value as Security Deposit if work order is awarded	
10	Whether agreed to abide by all the terms & conditions of this tender	
11	Whether demand Draft of Rs.500/- favouring Vasantdada Sugar Institute, Pune is enclosed as tender cost (if tender document is downloaded from website).	

Date:

(Signature of Tenderer with office seal)

Place:

(All above enclosures must be valid)

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date of Establishment:

2. a. Address (Office):
- b. Telephone No.:
- c. Mobile No.:
- d. Email Id.:

3. Details of relevant work experience:
 - (i)
 - (ii)
 - (iii)

4. Furnish copies of the following documents:
 - (i) Trade License
 - (ii) Service Tax Registration Certificate
 - (iii) PAN Card
 - (iv) Registration / Licence under Contract Labour (R&A) Act 1970 (for deputing Cleaning staff)

(Signature of the tenderer with office seal)

Date:

- NB:
1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender.
 2. Additional paper to furnish the above information may be used.

**FINANCIAL BID for SANITATION / TOILET CLEANING SERVICES IN THE
VASANTDADA SUGAR INSTITUTE, PUNE CAMPUS**

I/we (_____)

on behalf of _____

M/s _____ hereby undertake to carry out entire Sanitation/Toilet Cleaning work only labour as per as specified in this tender for: Rs. _____ Per Month. Inclusive of all applicable charges with Service Tax extra as applicable from time to time. This rate/amount will be valid for the period of tender/contract/agreement from the date of actual start of work and shall also be valid for the extended period (if any), as per the terms and conditions of the tender. wages, all applicable charges and in accordance with all the statutory liability/provision/rules / regulations like Minimum Wages Act., Contract labour (R&A) Act 1970, etc. and provide for Provident Fund, ESI, Bonus, Gratuity, EDLI, Administration charges, etc., as applicable.

**(Signature of the Tenderer
With Seal of the Firm)**

Date: _____