



Rashtriya Ispat Nigam Limited
 Visakhapatnam Steel Plant
 101, Free Press House, 10th Floor,
 Free Press Journal road, Nariman Point, Mumbai 400021.
 Phone:022- 2250981.

LIMITED/NOTICE BOARD TENDER FOR PROVIDING HOUSEKEEPING SERVICES

No.VSP/MKTG/RO(W)/2018-19/ HOUSE KEEPING/

Dated : 11-05.2018

Sealed Quotations are invited from the reputed Agencies for providing housekeeping (Total Four Employees - One Female Receptionists, Three persons for housekeeping services) to Regional Office (W) & BSO-Mumbai addressed to Regional Manager (West), at the above address. The Tender is to be submitted in three parts forming integral part of the tender as follows:

- a) Earnest Money Deposit (EMD) and form of Tender (Annexure-I)
- b) Technical Bid (Containing all the Tender Document duly signed by Tenderer) (Annexure-II)
- c) Price Bid (Annexure-III)

TERMS & CONDITIONS:-

1. Tender shall accompany with a DD of Rs.5000/- as EMD drawn in favour of "Rashtriya Ispat Nigam Limited, Mumbai, A/c party name, from scheduled commercial banks, payable at Mumbai. Tender quoted without EMD is liable for rejection. EMD of successful tenderers will automatically be converted into Security Deposit towards faithful and satisfactory performance of the contract. EMD of the unsuccessful tenderers will be returned after finalization of the tender.
2. The successful tenderer has to submit a Demand Draft for Rs. 5000/- (Rupees five thousand only) in favour of "Rashtriya Ispat Nigam Limited", Mumbai, A/c party name, as Security Deposit (SD) for due performance of the contract till the entire period of contract and thereafter till all obligations hereunder are discharged and disputes resolved. SD shall not carry interest. The same will be refunded after satisfactory completion of the contract.
3. The rates quoted by the agency shall be deemed to be inclusive of all considerations and the agency shall not be entitled to any other payment other than what has been specifically provided in tender documents.
4. The agency finalized shall comply with all the Provisions of Labour Laws, applicable Acts, statutes, viz. Labour Laws, Payment of Wages Act, Payment of Gratuity Act, Employees Provident Fund (and Family Pension Fund) Act, 1952 and Employees State Insurance Act or any other acts applicable to the agency as amended from time to time in performance of the proposed services.
5. Rashtriya Ispat Nigam Ltd. (RINL) company shall be indemnified from all acts of omission or commission, faults, breaches and/or any claims/demands or loss, injury and expenses to which RINL may be put to or involved arising out of the fault of the agency finalized. The agency shall be responsible for all payments to its employees.

Handwritten signature

6. In addition to the above, the agency deployed will pay all the benefits/ allowances to the staff made available for housekeeping services in accordance with the Acts as mentioned be it bonus, gratuity, ESI, or any other benefits applicable under the law.
7. In case of non-performance, part performance and under performance of the work assigned to the agency finalized, company would be entitled to be compensated by the agency for the work performed by the company on a mutually decided rate.
- 8 (a) The following works are to be performed by the contractors. (Four employees only).
 - i) To attend the calls received.
 - ii) To maintain different registers.
 - iii) To file all the documents, papers etc as per the instructions of the employer.
 - iv) To maintain the files, documents, records etc properly as per the instructions of the employer.
 - v) To take care of visitors in providing proper seat, drinking water etc with polite behavior.
 - vi) To clean the office floor twice a day and doors, windows, glass partitions etc on a daily basis.
 - vii) To carry documents from different executives in the branch.
 - viii) To carry out any other related works assigned by the employer.

The consumable used for housekeeping purpose, per month shall be as mentioned at below table


Utensils Cleaning Powder (Vim / Pril / Odopic)	2 KGs
Detergent cake for utensil cleaning (Vim / Pril / Odopic)	4 Pcs of 400 gms
Detergent Powder (Surf / Tide / Henko)	1 KG
Floor Cleaning liquid (Lizol / Domex / Mr Klin / Pril)	2 Ltrs
Room Freshner (Premium / Odonil / Cherry)	3 Bottle of 250/300 ml
Napthalene Balls (Everfresh, Glaccay, Odonil, Promise)	4 Packet of 250 gm
Liquid Soap for hand wash (Dettol / Lux / Fem / Aroma)	2 X 500ml
Soap Bar for toilet (Lux / Cinthol)	3 X 100 gm
Floor Duster	2 Pcs
Mop	3 Pcs
Table Duster	6 Pcs
Hard Broom	2 Pcs
Soft Broom	2 Pcs
Toilet Cleaner (Harpic / Lizol / Clean all / Sanifresh)	2 Bottle
Toilet chock cleaning brush	1 Pcs
Toilet Cleaning Brush	1 Pcs
Plastic Scrubber	2 Pcs
Hand Gloves for toilet cleaning	3 Pairs
Pest control material non harmful to health and effective for rats, cockroaches, ants, insects etc.	

8. (b) If the work assigned to the contractor is not performed properly by the personnel deputed by the agency additional manpower / change of personnel is to be done immediately at the instruction of the company.
8. (c) If any work is not completed / not properly done a pro-rata amount shall be recovered.
9. Period of the contract will be of one year from the date of LOI. However, RINL shall have the option to terminate the contract at any time giving one month's notice without assigning any reason whatsoever. No compensation shall be payable on this account.

10. The agency shall be responsible for maintaining discipline, peace, good behavior of its employees in the office.
11. Company will not employ personnel of the agency on its rolls.
12. The agency shall provide sufficient sets of civil uniform to its employees.
13. No uniform shall be provided by Rashtriya Ispat Nigam Limited / Visakhapatnam Steel Plant.
14. Employees of the agency shall be issued identity cards bearing their photographs and name badges which they shall wear while on duty.
15. Nothing will be paid to the employees directly from RINL. Only the agency / contractor concerned will be responsible for the payment of salary of the personnel deployed to RINL.
16. The agency will submit the bill with applicable GST, any other statutory tax as applicable from time to time for every month by 10th of the succeeding month and the payment will be made within subsequent Ten days after submitting bills, by way of NEFT/RTGS (Form for consent to e-payment enclosed) . Contractor shall submit the proof of submission of return of PF and ESI etc. of the personnel deployed to RINL by the agency / contractor, periodically as & when sought by RINL.
17. Last date & time of submission of **tender 26.05.2017 & 15.00 Hrs**
18. The tender shall be opened on **26.05.2017 at 15:30 Hrs** in the presence of tenderers or their representatives who so ever may like to be present at the time of opening of the tender.
19. RINL reserves full right to accept or summarily reject all the tenders without assigning any reason thereof or to cancel the tender any time before the work is awarded.
20. Tenderers should furnish all the relevant details like: Contact person, Tel. Nos., Fax No., Mobile No. And E-mail if any.
21. Complete Tender in all respect should be sent to or dropped in the tender box at our office of :

The Regional Manager (West)
Rashtriya Ispat Nigam Limited
Visakhapatnam Steel Plant,
101, Free Press House, 10th Floor,
Free Press Journal road,
Nariman Point, Mumbai 400021

25. Incomplete quotations shall be rejected.


f REGIONAL MANAGER (W)

Distribution:

1. All Sr BMs- (West) with a request for display on the Notice Board and give wide publicity
2. All RMs with a request for display on the Notice Board and give wide publicity
3. All concerned parties performing the Job

Form of Tender

From:

To

Regional Manager (West)
 Rashtriya Ispat Nigam Limited
 Visakhapatnam Steel Plant
 101, Free Press House, 10th Floor,
 Free Press Journal road,
 Nariman Point, Mumbai 400021

Ref: No.VSP/MKTG/RO(W)/2018-19/HOUSE KEEPING/**Dated :11-05.2018**

Name of the Work: "Providing Housekeeping Services at RINL Office at Mumbai.

Having examined the Invitation to Tender and other documents annexed therewith pertaining to the works mentioned above, I/We, the undersigned, offer to carry out the work in conformity with the said Tender Documents for the sum as quoted separately in the price bid.

I/We undertake, if our Tender is accepted, to commence the work of "Providing Housekeeping services at RINL, Regional Office (West) & Branch Sales Office, Mumbai as specified in the schedule of services and Terms and Conditions within the time schedule given to us by RINL through its authorized representative.

The sum of Rs.5000/- (Rupees Five thousand only) in the form of Pay Order/Demand Draft/ Bankers Cheque (bearing No. _____ and date _____ drawn on Bank is annexed herewith as Earnest Money Deposit (EMD) which will be forfeited by Rashtriya Ispat Nigam Limited, without prejudice to other right and remedies of Rashtriya Ispat Nigam Limited, only if:-

- i) I/We withdraw our tender within its period of validity; and
- ii) I/We do not commence the Contract within the time prescribed by RINL

However, I/We understand, as informed, this may be converted into security deposit in the case of successful bidder.

This Tender shall be valid, for acceptance by RINL, for a period of two months from the date of opening of tender and it shall remain binding upon us and may be accepted anytime before the expiry of that validity period.

Till a formal Agreement is executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

Contd.....2/-



I/We accept all the terms and conditions of the tender and submit my/our unconditional bid and have this signed all the tender papers issued to us and enclosed the same with the technical bid.

I/We declare that I/We fulfill the eligibility conditions for tender as mentioned in the Tender Documents. The proof/certificate as asked for, are enclosed with the Technical Bid.

I/We understand that RINL reserves the right to accept or reject any or all the Tenders without assigning any reason whatsoever or to cancel the Tender at any stage before the work is awarded.

Dated this _____ day of _____ 2018.

Signature of witness:

Signature _____

Date : _____

Name: _____

Date: _____

In the capacity of : _____

Name: _____

_____ duly authorized to sign
Tender for and on behalf of: (IN BLOCK
LETTERS)

Address: _____

Address: _____

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INSTRUCTIONS TO TENDERERS

1. All Tender papers duly filled and completed in all respects and sealed in an envelope as mentioned at SL No.2 below super scribing " House Keeping Services" at RINL Office presently housed at 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-400021 on or before 26.05.2018 latest by 15:00 Hrs
2. The tender is to be submitted in three parts as follows:-
 - a) **Earnest Money Deposit (EMD)** in the form of Demand Draft / Banker Cheque.
 - b) **Technical Bid** (Containing all the Tender Document duly signed by the tenderer)
 - c) **Price Bid**

Each of the above to be enclosed in separate sealed envelopes and superscribed in bold on top with appropriate bid enclosed in it along with the name of the work. The name, address and phone no. of the tenderer to be mentioned on the left bottom cover of the each envelop. The three separate sealed envelopes should be kept in another envelop super scribing the name of the work and tenderer's name, address and phone no. as said above and duly sealed. The Tender shall be opened at 15:30 Hrs on 26.05.2018.

3. EMD can be made through Pay Order/Bank Draft/Banker's Cheque for Rs.5000/- (Rupees Five thousand only), drawn on any Indian Scheduled Bank in favour of "Rashtriya Ispat Nigam Limited" A/c party name payable at Mumbai. Tenders not accompanied with the earnest money or incomplete tender will be summarily rejected. This Earnest Money may be converted into security deposit for successful tenderers. This shall not bear any interest whatsoever.
4. The Security Deposit of Rs. 5000/- (Rupees five thousand only) is required to be submitted by successful tenderer for due and timely performance of the contract.
5. The envelope containing the EMD along with form of tender shall be opened first and scrutinized. Immediately, thereafter, Technical Bid of those tenders who have submitted EMD as asked for in the tender, shall be opened in the presence of the tenderers or their representatives who may wish to be present at the time of opening of tenders and shall remain valid for acceptance for a period of two months from the date of opening of the tenders. The price bid of only those tenderers shall be opened, who, on scrutiny, are found technically suitable.
6. The earnest money deposit of the un-successful tenderers will be refunded to them after finalization of the contract without any interest.
7. All the pages / documents of the tender should bear the dated signature of the tenderer. All the entries by the tenderer should be in one ink and legibly written. There should be no over-writing in the tender. All corrections and cuttings should bear dated initials of the tenderer. Corrections without initials of the bidder may lead to rejection of the tender.

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8. Tenderers are required to quote both in figures as well as in words; otherwise the tender is liable to be rejected. In case the rates quoted in words and figures are at variance, the amount, which is lower, shall be taken as final and binding on the party.
9. RINL reserves the right to accept or reject any or all the tenders without assigning any reason thereof or to cancel the tender any time before the work is awarded.

ELIGIBILITY CONDITIONS FOR TENDERERS

The following conditions must be fulfilled by the Tenderers to be eligible for undertaking the subject work:-

(I) Must have :-

- a) Valid Income Tax Return for the financial year 2014-15, 2015-16, 2016-17,
- b) PAN Number;
- c) Having its own establishment and providing similar services to other customers through its employees;
- d) Fulfilling statutory requirements like PF & ESI registration independently and not as a part of customers PF Trust or PF A/c with RPFC.
- e) Must have an experience of minimum two years in providing House Keeping Services, job/ work details along with the name of the organization, officer-in-charge and his telephone No./Mobile No. to be furnished.
- f) Self-Certification from the contractor that they have not been blacklisted for business by other PSUs.
- g) GST Registration No.

Note 1. Self attested Documentary evidence / certificate as proof with respect to each condition as stated above must be submitted along with the Technical Bid otherwise tender shall be rejected.

1.0 SUBMISSION OF TENDER DOCUMENTS:

- 1.1 Tender will be submitted in Tender document issued by RINL/VSP wherever required or on the letterhead of the Tenderer where no Tender Document is specified.
- 1.2 Tender document duly filled in and signed and put in a sealed cover mentioning the Tender Number on top of closed cover should be put in the Tender Box.
- 1.3 Tender Documents shall be submitted in a sealed envelope super scribing, the Tender Notice Number/Date and Date of Tender Opening/Time. The Tenderers are requested to submit such sealed envelopes in the Tender Box kept at the designated place as mentioned in the Notice inviting Tender.

2.0 EVALUATION OF TENDER & ISSUE OF LOI:

- 2.1 Tenders will be evaluated on lowest rates quoted by the parties.
- 2.2 LOI will be issued to L-1 rate agency based on internal evaluation.

3.0 GENERAL terms and Conditions:

- 3.1 The successful tenderer has to give his acceptance to the LOI within one week from the date of issue of LOI.
- 3.2 Tender shall accompany with a DD of Rs 5,000/- as EMD drawn in favor of "Rashtriya Ispat Nigam Limited", A/c party name, drawn from scheduled commercial bank payable at Mumbai. Tender quoted without EMD is liable for rejection. DD from Co-operative banks shall not be accepted. EMD of successful tenderer will automatically be converted into Security Deposit towards faithful and satisfactory performance of the contract. The Security Deposit will be retained till all obligations as per terms and conditions are discharged and disputes resolved. EMD of the unsuccessful tenderer will be returned after finalization of the tender.
- 3.3 At the end of the contract period, the SD amount shall be released to the party based on the certification of the dealing officer for proper performance of the contract.
- 3.4 The Company at its entire discretion may terminate the contract without any notice to the Tenderer in case there is any malafide intention noticed during the contract period.
- 3.5 Tenderer will not be entitled to claim any compensation of whatsoever nature if termination/cancellation is imposed by RINL/VSP for any reason.
- 3.6 Any damage caused to RINL/VSP's property or its contractor's personnel within RINL/VSP's premises by the Tenderer during the operation of the contract will be to his account and are recoverable.
- 3.7 In case of non-performance or part performance of the agency on any reasons thereof, work or part work may have to be got done by other agency at Risk and Cost. In such case, the losses incurred by RINL/VSP have to be recovered from the agency or from the amount due to the agency in any other contract with VSP.

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Agreement

Articles of the Agreement made this ----th day of ----- 2018 between M/s Rashtriya Ispat Nigam Limited (RINL), RINL Office presently housed at 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-400021. (Hereinafter referred to as "the Company" which expression shall include their heirs, executors, administrators and assigns) of the one part and

M/s ----- (hereinafter referred to as the "Agency" which expression shall include his / their heirs, executors, administrators and assigns) of the other part, and WHEREAS the Company is desirous of having housekeeping services at their office in RINL Office presently housed at 10th floor, Free Press House, Free Press Journal Road, Nariman Point, Mumbai-400021, and WHEREAS the Agency has agreed to execute upon and subject to the conditions set forth herein (hereafter referred to as the "said conditions" desired in the "terms and conditions" at the respective rates mentioned in schedules of charges attached herewith).

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the Agency provided in the Schedule of Charges, the Agency shall upon and subject to the said conditions undertake to carryout House Keeping Services as described in the Schedule of Services.
2. The said conditions shall be read and constructed as forming part of this Agreement and the Agency will respectively abide and submit themselves to the conditions and stipulations and perform the Agreement on their part respectively in such conditions contained therein.
3. The following documents shall be read and contrived as forming part of the Agreement.
 - a. Terms & Conditions of NIT
 - b. Schedule of Services as mentioned at Sl No. 8 of above NIT
 - c. Letter Dated ---,---,2018, Inviting Tenders
 - d. LOI dated ---,---,2018
 - e. Your offer vide letter dated ---,---,2018
 - f. Your letter dated ---,---,2018
4. That in the event of any doubt or dispute arising between the parties hereto in respect of or touching these presents or for determination of their or any of their duties, rights, obligations or liabilities during the continuance of this Agreement or thereafter, then the same shall be referred to the sole arbitrator to be appointed by officer in charge of RINL at Mumbai and his decision will be final and binding on both the parties.

The provisions of the Indian Arbitration Act 1940 or any statutory modification and re-enactment thereof will apply to such arbitration provided, however, in all matters the venue of the proceedings will be Mumbai and will have justifications over the same.

5. The Agreement comes into force with effect from ----th day of ----- 2018. The validity period of the agreement will be one year beginning ---,---,2018 & ending on ---,---,2018.

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6. The several parts of the Contracts have been read to and are fully understood by us. In witness whereof we set our hand on this ---th day of----- 2018.

As witness our hand this ----th day of ----- 2018, signed by the said in the presence of:

Company
(Seal & Rubber Stamp)

Agency
(Seal & Rubber Stamp)

Witness:

1.

2.

rfh

QUOTATION**PART –“A” : TECHNICAL BID****Tender No: Mktg/VSP/MKTG/RO (W)/2018-19/HOUSE KEEPING/ , Dt.11.05.2017****Date of Opening : 26.05.2018**

1	Name of the Enterprise	
2	Name of the Authorized Representative /Contact Person(s)	
3	Full address along with Telephone No. & Fax No.	
4	Nature of Firm	
5	Registration No. In case of a Limited Company	
6	GST No	
7	Code No. Under Employee Provided Fund Scheme	
8	Code No. Under ESI	
9	PAN No.	
10	Income Tax Return(A Copy for last three year return)	
11	Details of last 2 year experience	
12	Declaration from the Contractor that they have not been black listed by other PSUs	
13	EMD Details, viz. DD/Pay Order/Banker' Cheque No. Date, Amount, Name of Bank Etc.	

(Signature of Tenderer)

Alongwith Seal and Date

Tender No: Tender No: Mktg/VSP/MKTG/RO(W)/2018-19/HOUSE KEEPING/ , Dt.11.05.2018

Date of Opening : 26.05.2018

From,

To,

Regional Manager (West)
RINL / VSP, Mumbai

Sub : E- Payment

Ref : Tender No: Mktg/VSP/MKTG/RO(W)/2018-19/HOUSE KEEPING/ ,Dt.11.05.2018

Consent for E-Payment

"I/We hereby convey our consent that the payment made,by RINL/VSP of any sum due to me/us, directly remitting the same to my/our bank, the address and the number of which is furnished shall be in full discharge of the particular bills, raised by me/us and I/We shall not have any claim in respect of the same.

Undertaking:

" I/We hereby undertake that any payment made direct to me/us or to bank account shall be in full discharge of the obligations of RINL/VSP and I/We shall have no claim whatsoever in respect of the bill for which the payment is made."

I/We opt for EFT or RTGS / Direct Credit (strikeout whichever is not applicable).

I/We furnish here below the bank account details:

1. Name of the Bank:
2. Branch name, Place and MICR code of the branch:
3. Account number in full:
4. Type of account:
5. Name and Style of account:

For _____

Authorized Signatory / Proprietor

ph

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QUOTATION
PART – “B” : PRICE BID
SCHEDULE OF CHARGES
Tender No: Mktg/VSP/MKTG/RO(W)/2018-19/HOUSE KEEPING/ , Dt.11.05.2018
Date of Opening : 26.05.2018

1	Monthly Charges for providing Housekeeping services	
2	GST as applicable	
	Total	

The Price Quoted shall be clearly and neatly written in figures & words.

(Signature of Tenderer)
Along with Seal and Date

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