

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT
RESEARCH
GOREGAON (EAST), MUMBAI**

REQUEST FOR QUOTATION

FOR

**Providing Housekeeping Services at New Hostel and Facilitators
at Guest House**

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 28416200. FAX: 022 28416399.

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Quotation

“NAME OF THE WORK: **“Providing Housekeeping Services for New Hostel and Facilitators for Guest House”** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 65.”

1. REGISTRAR, IGIDR MUMBAI invites bids from firms/contractors of repute for the following work:

Name of work	Estimated cost	Period of Contract
(1)	(2)	(3)
Providing Housekeeping Services for New Hostel and Facilitators for Guest House	Rs. 2,00,000.00 P.M.	Till 31st March 2019

The Quotation is being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Quotation Documents to be supported by prescribed annexure **“Quotation for “Providing Housekeeping Services for New Hostel and Facilitators for Guest House”**. The quotations will be received up to **2.00 PM on 18th October, 2017**. Each copy of the Quotation under their full signature whether it is original or duplicate copy. No Quotation will be accepted after **2.00 PM on 18th October, 2017** on under any circumstances whatsoever. The envelopes shall be opened by REGISTRAR or his authorized representative in his office on the same day at **3.00PM**.

3. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

REGISTRAR

GENERAL INSTRUCTIONS TO QUOTATION

Sealed Quotation in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Quotation for Providing Housekeeping Services for New Hostel and Facilitators for Guest House” at IGIDR CAMPUS, Goregaon (E), Mumbai-65.**

1. Quotation Documents to be supported by prescribed annexure **“Quotation for Providing Housekeeping Services for New Hostel and Facilitators for Guest House”**. The quotations will be received up to **2.00 PM on 18th October, 2017**. Each copy of the Quotation should be under their full signature whether it is original or duplicate copy. No Quotation will be accepted after **2.00 PM on 18th October, 2017** on under any circumstances whatsoever. The envelopes shall be opened by REGISTRAR or his authorized representative in his office on the same day at **3.00PM**.
2. The Quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page .the Quotation shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 pm on the stipulated date and will be opened on the same day at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai. The vendor/contractor or their representatives shall choose to remain present at the time if they so desire.
3. Deposited Quotation will be opened at 3 p.m. on the same date at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the vendor/contractor or their representatives if they choose to be present.
4. Quotations shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the Quotation which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the Quotation during this period.
5. **The vendor/contractor must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the Quotation form made by the bidder shall not be valid and shall be treated as null and void.**
6. The Quotation form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Quotation may be considered invalid by the Institute at its discretion.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the Quotation void

at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the Quotation will be entertained.

8. Each Page of the Quotation Documents should be signed by the person or persons submitting the Quotation in token of his/their having acquainted himself/themselves with the General Conditions of contract, General specifications, Special Conditions, etc. as laid down. Any Quotation with any of the documents not so signed will be rejected.
9. The Quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the Quotation may be rejected by the Institute.
10. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any Quotation and reserves to itself the right to accept or reject any or all the Quotations, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more Quotations and the contractor shall carry out even the part orders for various items.
11. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the Quotation, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.
12. On receipt of intimation from the IGIDR of the acceptance of his/their Quotation, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an **agreement** in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so Quotations, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder/vendor/contractor.
13. The Contractor shall not assign the contract to any other person. He shall not sublet any portion of the contract except with the written consent of the IGIDR. In case of breach of these conditions, the IGIDR may serve a notice in writing on the Contractor rescinding the contract.
14. The Contractor shall carry out all the work strictly in accordance with scope of work and as per detailed instructions of the Institute.

15. The rates quoted in the Quotation shall include all charges like PF, ESIC, Bonus, Leave Salary, Reliever charges, Management fees and Uniforms etc. The rates shall also be firm and shall not be subject to exchange variations, labour conditions or any conditions whatsoever. Quotation must include in their rates, applicable GST and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by IGIDR.
16. The contractor shall before commencing work prepare a detailed work program which shall be approved by the Institute.
17. The successful bidder must co-operate with the other contractor appointed by the Employer so that the work shall proceed smoothly to the satisfaction of the Institute.
18. In all matters of dispute arising on the work, the matter shall be referred to **Registrar Indira Gandhi Institute of Development Research, Goregaon** or decision. If this decision is not acceptable to the party, the Courts in Mumbai will have the sole jurisdiction to hear the case.

19. Insurance Clause:

The Contractor shall be responsible for all injury to person, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself or of any nominated sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other case whatever in any way connected with the carrying out of the contract. Contractor has to submit the workmen compensation policy for the employees/labours engaged for the said contract within one month of awarding the contract.

Payment Terms:

Payment shall be made to the contractor after successful completion of one month and within 7 days of submission of certified invoice.

20. Pre-Qualification Documents to be submitted by Bidder along with Quotation:

- a) Copy of Registration of Firm or Certificate of Incorporation.
- b) Copy of Registration of PF, ESIC, GST and Labour License etc.
- c) Copy of Audited Balance sheets for last 03 years.
- d) Copy of Work orders at least 03 for same nature of works executed at other employers. Preferably provide for Educational Institutes.
- e) List of clients and copy of certificate of appreciation if any.

Notice to Correct:

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract terms, the Institute may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Termination Clause:

If the Contractor:

- (a) Fails to comply with a notice issued by Engineer.
- (b) Abandons or repudiates the Contract.
- (c) Without reasonable excuse fails:
 - To commence the Works in accordance with Letter of Acceptance,
 - To proceed with the Works in accordance
- (d) Becomes bankrupt or insolvent, goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given **14 days' notice to the Contractor**, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall not be released from any of his obligations or liabilities under the Contract.

Payment after Termination

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and damages (if any), and all other costs incurred by the Contractor, have been established.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us incase the work is entrusted to me/us.

Place :

Signature of Contractor

With the seal of their company

Date :

SPECIAL CONDITIONS

1. The workmen will not be allowed to stay within the premises.
2. Permission if any, required from the statutory local bodies shall be obtained by the contractor at his cost.
3. The Contractor shall employ adequate number of persons as agreed to by the Institute for satisfactory fulfillment of his contractual obligations as per this Agreement and shall provide adequate number of persons with appropriate training and experience, at its own expense, for the proper discharge of the responsibilities entrusted to them.
4. The Contractor shall decide the mode and manner of work to be done by his workmen.
5. The Contractor shall comply with the labour acts or any other Labour Laws in force from time to time. No child labour will be employed by the contractor at any point of time.
6. In case the Contractor contravenes any provisions of the law, and the Institute suffers any damage or loss or harm due to any acts of commission or omission of the Contractor, the Contractor is bound to indemnify the Institute. The Contractor shall also be responsible for the discharge of all legal liabilities towards the Institute and also for observing all laws and Government rules relating to labour laws.
7. The intending bidder can obtain any clarifications regarding the Quotation document, scope of work etc. if any by visiting the Institute **at mention address** on any working day before the last date of submission.
8. The successful bidder shall execute necessary agreement with the Institute within 07 days of issuance of the work order.
9. The bidder shall use only approved brand materials.
10. The work has to be carried out with least inconvenience to the institute 's staff.
11. No labors shall be permitted to stay inside the campus after working hours.
12. The Contractors has to obtain permission from the local authorities as per the existing local bye laws for such works and the charges/fees if any, has to be borne and paid by the contractor.
13. The contractor should have valid labour license from Labour Commissioner wherever the number of laborers' engaged is 20 or more.

14. The contractor shall have the addresses and photographs of their workmen being engaged by them for the said work. The entry of workmen will be allowed inside the building only on producing the photo pass/ID card issued by the Contractor/Institute.
15. Before quoting the rates , contractor should inspect the site and understand themselves about the nature and scope of the work.
16. The contractor has to lineup the candidates/staff to be deputed for the said contract in the Institute, and the Institute reserves the right to select the candidates from the same.
17. The contractor has to transfer the payment of wages to his labour/staff to their respective bank account only, on or before 07th of every month. The contractor shall attach copy of the bank statement for salary transfer to his labours/staff, copy of ESIC, PF challan, ECR statement etc along with the next month bill.
18. Any damage cause to any of Institute's properties shall be made good by the contractor at their own cost.
19. The contractor shall carry out the work strictly in accordance with specification details and instructions of the Institute's In Charge.

Place :

Date :

Signature of Contractor with seal

CONTRACT PART – A

SCOPE OF WORK: HOUSEKEEPING SERVICES AT NEW HOSTEL

- **Daily Basis:**

1. Sweeping and wet mopping of floors, staircases, corridors, balconies, reception area and lobby areas.
2. Garbage collection and disposal.
3. Cleaning of wash rooms in the common area (II Floor).
4. Cleaning of security room at the gate and gate area.
5. Cleaning of water fountains.
6. Cleaning of hand railings of all floors and staircases.
7. Compound area cleaning with hard broom and garbage collection.
8. Cleaning of entrance door and bridge in front of Guest House.

- **Twice a week:**

1. Cleaning of lift.
2. Cleaning of steel benches in the compound area.
3. Cleaning of ceiling and cob-webs (corridors).
4. Cleaning of dado tiles near the lift.
5. Cleaning of all windows near the lift and on the Ground Floor.

- **Weekly Basis:**

1. Cleaning the surrounding areas of the Hostel Building.
2. Cleaning of the area near the STP (recycle) plant.
3. Cleaning of electric panel room and pump room.

- **Fortnightly Basis:**

1. Total cleaning of Hostel rooms which includes sweeping and mopping, bathroom cleaning, mirror, fans, furniture, electrical fittings, window frames and nets, doors, removal of cob-web, etc. and Common rooms on the II Floor.
2. Cleaning of duct- doors on all the floors.
3. Glass glazing cleaning in common sit-out areas.

- **Monthly Basis:**

1. Cleaning of Hostel terrace.
2. Cleaning with duster of the Solar Heater panel.
3. Terrace of pump house and security cabin.
4. Cleaning of lift panel room.

- Shifting of furniture as and when required within the hostel.
- Removal of stains on floors and tiles.
- Periodical Moss cleaning surrounding area.

- **Materials and Articles:**

1. The Institute shall provide all necessary materials, items and articles required for maintaining and cleaning the residential premises in the campus and for satisfactory performance of obligations by the Contractor.
2. In the event of Contractor purchasing any materials and/or items with the sanction of the Institute, the amount shall be reimbursed by the Institute to the Contractor on production of necessary bill and satisfactory certification of the material received.
3. The Contractor shall be responsible for its use and has to maintain and upkeep the same in proper order.
4. In respect of raw materials, the Contractor shall maintain proper register and give account of the raw materials consumed by and the balance returned to the Institute.

CONTRACT PART – B

SCOPE OF WORK: FACILITATORS FOR GUEST HOUSE

Nos. of Facilitators: 04 for Guest House and Hostel in 8 hours shift each round the clock.

Age: 30 to 35 years.

Qualification- Graduate with Computer Knowledge

Experience-Minimum 3-5 years in Facility Management area.

Nature of work for Facilitators in Guest House and New Hostel:

1. Attend the reception area, answer phone calls and reply appropriately.
2. Take care of Property / Safety of people.
3. Front Office Management.
4. Coordination with working staff / departments.
5. Maintaining Registers (incoming and outgoing guests/students, etc.).
6. To carry out the Guest house check in & check out procedures.
7. Keys Management.
8. Check and report the cases of any abnormality like electricity, noise, smoke, leakages, etc.
9. Good oral and written communication skills.
10. Follow the rules set by the Institute for Guest House / Hostel.
11. Handling Medical Emergency.
12. Laundry management & to maintain the Inventory.
13. Any other job assigned by the authority of the Institute pertaining to work area.

FINANCIAL BID

Cost Break up (For 8 Hrs Duty) Monthly Basis:

Sr. No	Description		Housekeeper	HK Supervisor	Facilitator
A	MONTHLY PAYMENTS :				
1	Basic				
2	Dearness Allowance				
	TOTAL -				
3	House Rent Allowance (Basic + DA)				
4	Washing Allowance				
5	Other Allowance				
6	City Conveyance Allowance				
7	Washing Allowance				
	TOTAL - A				
B	STATUTORY OBLIGATION				
1	Provident Fund (13.36%) Basic + DA	13.36%			
2	ESIC (@ 4.75%) on Total A	4.75%			
3	Bonus	8.33%			
4	Administration & Uniform @ __% of Basic				
6	Leave Wages ; 21 days				
7	Relieving Charges				
8	MLWF				
	TOTAL - B				
C	TOTAL - (A+B)				
D	Management Fees @ __%				
E	GRAND TOTAL Rupees				

Summary of Price Bid (Rate Per Month):

Sl. No.	Name	Quantity	Rate Rs.	Total Rs.
01	Housekeeper	05 Nos		
02	Housekeeping Supervisor	01 Nos		
03	Facilitator	04 Nos		
Grand Total Amount Per Month Rs.				

In Words Rupees...

Note:

1. Above quoted rates are Per Month inclusive of all and excluding GST.
2. Applicable GST @....% shall be charged extra.