

हाफकिन प्रशिक्षण, संशोधन चाचणी संस्था

महाराष्ट्र शासन अनुदानित संस्था

**HAFFKINE INSTITUTE FOR TRAINING, RESEARCH & TESTING**

Acharya Donde Marg, Near Wadiya Hospital, Parel, Mumbai – 400012.

Tel.No. +91-22-24160961/62 (Ext. 204, 205 & 206) Fax:+91-22-24161787.

Website : <https://mahatenders.gov.in>

Website- [www.haffkineinstitute.org](http://www.haffkineinstitute.org)

E-mail- [administration@haffkineinstitute.org](mailto:administration@haffkineinstitute.org)



**TENDER FOR APPOINTMENT OF  
CLEANING CONTRACTOR/AGENCY  
AT HAFFKINE INSTITUTE, PAREL  
FOR THE YEAR  
2017-18**

## TIME SCHEDULE OF THE TENDER

1.	TENDER NO.	<b>e-tender-02/2016-17/Appointment of Cleaning Contractor/Agency</b>	
2.	TENDER DETAILS	<b>Appointment of Cleaning Contractor/Agency</b>	
3.	COST OF TENDER FORM	Rs. 2,000/-Non-refundable, to be paid online.	
4.	SALE OF TENDER DOCUMENTS	From <b>20.03.2017 to 10.04.2017</b> . The prospective bidders will be authorized to download the tender form the website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> under the Tab "Tender By Organisation" as "Haffkine Institute For Training, Research and Testing".	
5.	EARNEST MONEY DEPOSITS	Rs. 10,000/- (EMD Should be submitted Online while uploading the tender documents.	
<b>Sr. No.</b>	<b>SCHEDULE OF E-TENDERING ACTIVITY</b>		
	<b>Activities</b>	<b>Start</b>	
		<b>Date</b>	<b>Time</b>
1	Online Tender Publish	<b>20.03.2017</b>	<b>9.00 am</b>
2	Online Tender documents download	<b>20.03.2017</b>	<b>9.00 am</b>
3	Online Bid upload from	<b>20.03.2017</b>	<b>9.00 am</b>
4	Online bid upload closing	<b>10.04.2017</b>	<b>17.30 pm</b>
5	Submission of Hard copy of Technical Documents (Start)	<b>11.04.2017</b>	<b>10.00 am</b>
6	Submission of Hard copy of Technical Documents (Close)	<b>12.04.2017</b>	<b>15.00 pm</b>
7	Online Tender opening (Technical)	<b>12.04.2017</b>	<b>16.00 pm</b>
8	Online Tender opening (Commercial)	<b>17.04.2017</b>	<b>15.00 pm</b>

In accordance Haffkine Institute For Training, Research and Testing, Acharya Donde Marg, Parel, Mumbai - 400012 invites online digitally sealed tenders in Two Bid System for **Appointment of Cleaning Contractor/Agency** for the year 2017-18

### **INSTRUCTIONS TO TENDERERS**

<b>1.1</b>	The Tenders shall be submitted online through e-tendering process only. No tender will be accepted manually or through fax etc.
<b>1.2</b>	The Tender form will be available online only. Tender document is available for download from the web site: <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> under the Tab “Tender By Organisation” as “Haffkine Institute For Training, Research and Testing”.
<b>1.3</b>	The tender document will be uploaded / released on Govt. of Maharashtra e-tendering website <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> The tenderer is required to download the tender document from this website as per the schedule of activities for online tender document download.
<b>1.4</b>	The tenderer is required to download the tender document within the schedule of activity for online tender document download. After expiry of the date and time for tender document download, the Haffkine Institute For Training Research and Testing will not be responsible for any such failure on account of tenderer for not downloading the document within the schedule even though he has paid the cost of the tender to the Haffkine Institute For Training Research and Testing office. In such case the cost of the tender paid by the tenderer will not be refunded.
<b>1.5</b>	During the activity of bid preparation, the tenderer is required to upload all required documents mentioned in the terms & conditions of the technical bid by scanning the documents and uploading it in the PDF. This activity of uploading the documents as well as preparation of commercial bid and other Annexures enclosed with the tender shall be completed within the schedule given for bid preparation.
<b>1.6</b>	After bid submission, the tenderers are requested to submit their Technical envelope only in Hard copy at <b>Admin</b> Department, HITRT, Mumbai <b>from 11.04.2017 (10.00 am) to 12.04.2017 (03.00 pm)</b>
<b>1.7</b>	The tenders submitted online will be opened on the schedule date before the participants. At the time of opening of technical bid the tenderer should bring all the original documents which have been uploaded along with the technical bid so that same can be verified at the time of opening of technical bid. If the tenderer fails to produce the original documents at the time of opening of technical bid then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer
<b>1.8</b>	As the tenders are invited online, tenderers are required to upload tender as per the schedule given. Haffkine Institute is not responsible for failure on the part of tenderer to upload tender within the time schedule. In case of any help required for this purpose the tenderer shall contact to help line of e-tendering activity on the use of Electronic Tendering System, the Users may call the below numbers: Free Telephone Help Desk No. - 1800-3070-2232. Mobile No. 7878007972 - 73 / 7878107985-86 or refer the site support from <a href="http://www.mahatenders.gov.in">www.mahatenders.gov.in</a>
<b>1.9</b>	The tenderer is required to pay tender document fees online with payment gateway only. The payment of EMD will be also made with same way.
<b>1.10</b>	Any amendment to the tender will be placed on the e-tendering website of the Govt. of Maharashtra. The tenderer will not be communicated separately

	regarding the amendment. The tenderer should download the amendment. However if the tenderer fails to upload any of these amendments then it will be presumed that the tenderer has quoted his/ her rates by taking the note of these amendments.
<b>1.11</b>	<b><u>MANNER OF SUBMISSION OF TENDER</u></b> The tender is divided in two parts and required to be submitted online only
	<b><u>Technical Bid (Part I)-</u></b> Contains technical information such as Scope of works, terms & conditions of the tender, Experience criteria, documents required to be submitted to become qualify for opening of commercial bid, general terms & conditions of the tender, instructions to the tenderer for submission of the tender, other Annexures required to be submitted by the tender along with the technical bid, <b><u>confirmation to tender terms &amp; conditions.</u></b> Detailed specification of the tendered item shall be as per <b>Annexure 'III'</b> . <b>Any objections regarding Technical evaluations from any qualified / disqualified bidder can be submitted in written form to Administrative Department till April 17<sup>th</sup> 2017 till 12.00 pm. If no written objection is submitted to the Tender Inviting authority, the Commercial opening will be carried out as per scheduled timetable.</b>
	<b><u>Commercial Bid (Part- II)-</u></b> Contains price bid to be filled in by the tenderer.

## **TECHNICAL BID (Part - I)**

Technical bid shall contain following documents duly certified by Notary/Gazetted Officer. These documents shall be in the form of PDF files / , if required in Zip file. These documents needs to be digitally signed by the tenderer and uploaded in the technical bid during online bid preparation stage.

<b>1</b>	<b>Proforma</b> To be submitted along-with Technical Bid as mentioned in <b>(Annex- I)</b> . Any conditional offer of the tenderer will be rejected.
<b>2</b>	<b>Earnest Money deposit (EMD):-</b> <b>The tenderer should pay EMD online only.</b> Tenderer exempted from payment of EMD should produce letter for exemption for the mentioned item. The <b>attested photo</b> copies of the registration should be attached with the tender. The EMD will be forfeited if the tenderer fails to enter into contract according to terms & conditions, if accepted. EMD of the unsuccessful tenderers shall be refunded within due course of finalization of order.
<b>3</b>	Copy of Service Tax, Profession Tax, EPF & ESIC Registration Certificate.
<b>4</b>	Copy of minimum 3 years' experience of cleaning work in Government Sector or Research Institute/Pharmaceutical company
<b>5</b>	Copy of License of shop & establishment.
<b>6</b>	Terms & Condition Acceptance Letter should be submitted as per <b>(Annexure - II)</b> .
<b>7</b>	<b>Proforma of Commercial bid (without Price) should be submitted in Envelope No. 01 (Tech. Bid) as per Annexure III</b>
<b>8</b>	<b>Original Tender Form:-</b>  Tenderers are required to sign and put official seal of the company on every page of the tender form. They are also required to sign on every page of the scope of work and terms & conditions of the tender and affix the seal of the company at the right hand corner of the bottom of the page.  ❖ <b>Authentication for Documents :-</b>  The responsibility to produce correct authentication for documents rests with the tenderer. If any documents is detected to be forged, bogus etc., the tender shall be rejected and EMD shall be forfeited. Any contract entered under such condition shall also be liable to be cancelled at any time during its currency and further penal action like criminal prosecution, blacklisting etc against the said contractor and / or the parteners shall be instituted.
<b>9</b>	<b>At the time of submission of Tender documents to this office, all the photo copies of certificates / documents attached with the tender should be duly attested by Gazetted officer of State/Central Government</b>

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|  | <ul style="list-style-type: none"><li>❖ If ANY OF THE ABOVE DOCUMENTS / INFORMATION AS ENLISTED FROM <b>No.1 TO No.9</b> IS NOT ATTACHED WITH THE TENDER, THE TENDER IS LIABLE TO BE TREATED <b>AS INVALID</b>.</li><li>❖ <u>However if any discrepancy is found in the administrative documents, which have no effects on the cost in price packet Envelope, the tenderer shall have to clerify / comply within the stipulated time, failing which their EMD shall be forfeited and further action of blacklisting them shall be initiated.</u></li></ul> |
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## Commercial -Bid (Part -II)

The Commercial Bid (Part-II) should contain the price. **The cost should be quoted in Indian currency only.** Tenderer should quote the price proforma mentioned in **Annexure -IV.**

All financial offers must be prepared and submitted online (An online form will be provided, during online bid preparation stage) and signed using individual's digital certificate. Date of opening of commercial bid will be informed accordingly. Commercial quote in any other format shall be rejected. Conditional offers shall not be considered and shall be treated as non-responsive.

<b>OTHER TERMS &amp; CONDITIONS CONCERNING THE TENDER</b>	
<b>1.</b>	No, price should be quoted in <b>part I</b> (Technical Bid). If any price is quoted in technical bid, the entire tender will be tender as <b>INVALID</b>
<b>2.</b>	Envelope No.2 will be opened only when the documents as mentioned in Envelope No.1 are in order, as per requirements and as per scope of works. Valid tenderer will be informed accordingly.
<b>3.</b>	The Envelop No. 2 (Commercial Bid) will be opened of only those tenderers who have submitted all the documents as per tender terms and conditions in the envelop no. 01 and are technically qualified.
<b>4.</b>	The tender should be kept open for acceptance for a <b><u>minimum period of 120 days</u></b> from the date of opening the Envelope No. 1 (Technical Bid).
<b>5.</b>	There will not be any price negotiations after opening of Envelop No.2. <b><u>Also there is no change or any type of rectification in quoted cost due to hike or newly implied duties by the Central or State Govt after submission of tender. No Communication in this regards will be entertained.</u></b>
<b>6.</b>	The successful tenderer will have to pay a security deposit of an amount of <b>Rs 20,000/-</b>
<b>7.</b>	<b><u>Payment :</u></b> Payment will be made within 30 days from the date of receipt of the bill.
<b>8.</b>	<b><u>Complaint/s :-</u></b> <del>Any complaint / representation regarding tender will be entertained only after depositing of <b>Rs. 50,000/-</b> in form of <b>Demand Draft</b> in the name of Director, Haffkine Institute For Training Research &amp; Testing. Subsequently necessary action will be taken by the HITRT and decision of HITRT will be binding upon the complainant. If the complaint turns out to be false or invalid the amount will be forfeited. The Amount shall be refunded if, after scrutiny, the complaint is found to be true. No further complaint/ representation from the same complainant for the same tender will be entertained.</del>

<b>9.</b>	<b><u>Jurisdiction of the Courts :-</u></b> In case of any claim, dispute or differences arising in respect of tender, the cause of action shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any such claim, dispute or difference shall be instituted in a Competent Court in the city of Mumbai
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THE DECISION OF THE HAFFKINE INSTITUTE FOR TRAINING, RESEARCH AND TESTING WILL BE FINAL AND BINDING. THE HAFFKINE INSTITUTE FOR TRAINING, RESEARCH & TESTING THE RIGHTS TO REJECT ANY OR ALL TENDERS WITHOUT ASSIGNING ANY REASON.

**I have read all the terms and conditions of the tender carefully and I agree to abide by them.**

**Signature of Tenderer with Seal**



# List of Annexure

<b>Annexure No.</b>		<b>Description</b>
<b>Annex No. I</b>	:	Proforma to be submitted along-with Technical Bid
<b>Annex No. II</b>	:	Terms & Condition Acceptance Certificate
<b>Annex No. III</b>	:	Proforma for Price Justification
<b>Annexure IV</b>	:	Proforma of Commercial Bid
<b>Annex No. V</b>	:	Scope of Work

## **Annexure - I**

(on Bidders Letterhead)

### **PROFORMA TO BE SUBMITTED ALONG WITH TECHNICAL BID**

1. Name and address of the firm :-
2. Registered Head Office Postal address :-
3. Telephone No. & FAX & E-Mail :- :-
4. In case of proprietorship / Partnership firms, names of proprietors / partners / Directors with address and percentage of share
5. Name & Phone no. who should be contacted by this office in case of any urgent problem.

I / we hereby declare that particulars furnished above are true to the best of my /our knowledge and belief and that if any of the particulars is found to be materially incorrect / misleading, my /our tender shall be rejected and I / we are liable for penal action as per terms specified in the " term and conditions of tender".

**Date :-**

**Full Signature of the tenderer  
with official seal and address**

**ANNEXURE II**

(on Bidders Letterhead)

**Terms & Condition Acceptance Letter**

Ref :-

Date :-

To,  
Director,  
Haffkine Institute For Training, Research and Testing,  
Acharya Donde Marg, Near Wadia Hospital,  
Parel, Mumbai - 400 012.

**Ref:- Tender Document No \_\_\_\_\_ Date \_\_\_\_\_**

Respected Sir,

I /We the undersigned have examined the above mentioned Tender Enquiry document, including Amendment / Corrigendum No. \_\_\_\_\_ Dt \_\_\_\_\_ (if any), the receipt of which is hereby confirmed.

If our tender is accepted we undertake to perform the services as mentioned in Tender Enquiry Document.

We further understand that you are not bound to accept the lowest or any tender you may receive against your tender enquiry.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry document including Amendment / Corrigendum if any.

**Sign and Office seal of the Tenderer**

**ANNEXURE - III**

**Proforma for Price Justification**

(on Bidders Letterhead)

Tender No.

Date :-

To,  
Director,  
Haffkine Institute For Training, Research and Testing,  
Acharya Donde Marg, Near Wadiya Hospital,  
Parel, Mumbai - 400 012.

**Ref:- Tender Document No \_\_\_\_\_ Date \_\_\_\_\_**  
**Higher Price / Lower Price Certification**

Respected Sir,

I /We \_\_\_\_\_ hereby certify that the price quoted by us in tender no. \_\_\_\_\_ are our best price based on tender quantities.

We also wish to disclose that the prices lower then price quoted may be applicable to other Govt. Dept. / Institution or any other institute and such lower prices are solely on account of terms of scope of work and other condition applicable during Pendency of such contract.

**Sign and Office seal of the Tenderer**

**ANNEXURE - IV**

**Proforma of Commercial Bid**

**[COMMERCIAL OFFER]**

Note:-For price / commercial bids, BOQ is uploaded along with Tender documents. Bidders will upload their commercial bids in BOQ file only. This part should not be sent in Technical envelope. If any found then the said bid will be automatically rejected for further procedure.

- 1) Name of the Tenderer :-  
2) Tender No. :- **e-tender-02/2016-17/**  
3) Due on :-  
4) Name of Tender :- **Appointment of Cleaning Contractor/Agency**

<b>Description</b>	<b>Monthly Charges (Including Material )</b>	<b>Service Tax (___%)</b>	<b>Any Other Taxes</b>	<b>Total Monthly Cost (Including Material)</b>
	(a)	(b)	(c)	<b>(a)+(b)+(c)=(d)</b>

Above quoted bid is inclusive of Labour & Material charges. We fully agree to the terms and conditions specified in Tender document, including amendment / corrigendum if any

**Full Signature of the tenderer with  
official Seal & Address**

**ANNEXURE – V**

**Scope of work for Appointment of Cleaning Contractor**

<b>Sr no</b>	<b>Cleaning Works to be done</b>	<b>Department/Place Name</b>	<b>Work period/time</b>
1	Dry mopping and wet mopping	Director's chambers Conference Room and passage	3 times in a day
2	Dry mopping and wet mopping,  Cleaning of Ceiling Fans, Tube lights, Doors, Windows, Cupboards, Tables, Wash basins & walls	Virology Dept, Biochemistry Dept, Bacteriology Dept, Zoonosis Dept, Malaria Lab, Venomous Animal Unit, Clinical Pathology Dept, Dispensary Toxicology Dept, Chemotherapy Dept, Chemical Testing Dept, Library Cell Biology Dept, Immunology Dept, Radiation Biology Unit, Proteomic Lab , RRU Darbar Hall , Lecture Hall 1 & 2 Directors office, Admin, Accounts, Store and Training Dept.	Once in a months
3	Dry mopping, wet mopping and Cleaning	AIDS Lab, TB Lab and Museum	Twice in a week
4	Cleaning of Roads (Dry leaves and other garbage)	Gate no 1 to Director's Bungalow S.A.S Quarters to Director's Bungalow	Daily (before 9.00 am) Once in a week
5	Cleaning of Toilets/Urinals	Director's Cabin and Visitors Room, Near Conference Room, Near Biochemistry Dept. Darbar Hall, Chemical Testing Dept, Venomous Animal Unit, Library & Dispensary	4 times in a day
6	Cleaning of Solar Panels	Terrace (near Virology Dept)	Once in a week
7	Other Work :- <ul style="list-style-type: none"><li>• Shifting of old Tables, Cupboards or any old instrument as per requirement of the dept.</li><li>• Loading and unloading of Liquid Can of Testing departments as per requirement</li><li>• Any other Cleaning &amp; Shifting related work instructed by admin dept.</li></ul>		As per requirement

## **General Terms and Conditions for Cleaning contract**

- 1) Your company will work in co-ordination with Administration dept.
- 2) You will bring consumable materials and Machinery for cleaning at your own cost.
- 3) You will be paid lump sum remuneration p.m. + Service Tax – as Applicable. Payment will be made within 30 days from the date of receipt of the bill.
- 4) Any taxes introduce/ raised by the Central / State Govt. authorities shall be applicable and shall be borne by our Company.
- 5) For appointment of new contractor contract will be initially for 3 months and after satisfactory performance contract will be continued for further period on same terms and condition for further 3 years.
- 6) Agency having minimum 3 years' experience of cleaning work in government Sector or Research Institute/Pharmaceutical Company.
- 7) Agency must be registered under Statutory Authority like as Service Tax, Profession Tax, EPF & ESIC.
- 8) Agency should have License of shop establishment.
- 9) These Cleaning Service is required at Haffkine Institute, Parel, Mumbai and scope of work is as per enclosed at Annex-V, which need to be inspected thoroughly and then rate should be quoted. For any clarification you can contact Administration department.
- 10) The products / material (phenol, floor liquid, Sani-cubes, broom, mop etc.) which are going to be use for cleaning purpose should be of good quality.
- 11) You will pay Rs. 10,000/- as EMD which will be converted into Security Deposit on award of contract.

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## **CHECK LIST OF THE TENDER DOCUMENTS**

### **List of Documents/ Information should be Uploaded/ submitted with Tender.**

The following documents should be uploaded / submitted with the Tender Document with page number on each document as per the order given below.

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>Page No</b>
<b><u>Envelope No. I</u></b> <b><u>(Technical Bid)</u></b>		
1)	Proforma as per <b>Annexure - I</b>	
2)	<b>EMD</b> : Copy of demand draft / Bank Guarantee/ certificate for exemption of EMD	
3)	Copy of Service Tax, Profession Tax, EPF & ESIC Registration Certificate.	
4)	Copy of License of shop & establishment	
5)	Terms & Condition Acceptance Letter should be submitted as per <b>Annexure - II</b>	
6)	Proforma of Commercial bid (without Price) should be submitted in Envelope No. 01 (Tech. Bid) as per <b>Annexure -III</b>	
7)	Copy of minimum 3 years' experience of cleaning work in government Sector or Research Institute/Pharmaceutical company	
8)	Original Tender Form duly signed and official seal of the company on every page of the tender, also required to sign on every page of the scope of work and terms & conditions of the tender and affix the seal of the company at the right hand corner of the bottom of the page.	
	<b>Total Documents in Technical Bid Page No. _____ to _____</b>	
<b><u>(Commercial Bid)</u></b>		
	<b>COMMERCIAL OFFER</b> as per <b>Annexure- IV</b>	

**Note :- If, during online bid preparation, any need arises to upload additional documents, apart from the above mentioned documents, an option to upload additional documents has been provided in the e-Tendering software which will be available to bidders during online bid preparation stage.**