

TENDER NOTICE

Tender No. MVM/INFRA/ADM/TENDER/2024/001

Date: 03.05.2024

Subject: Tender for Housekeeping and Cleaning Facility Management Services

The Mogaveera Vyavasthapaka Mandali - Mumbai, MVM Educational Campus, invites sealed tenders from experienced and reputable Housekeeping and Cleaning Facility Management firms for the provision of comprehensive housekeeping and cleaning services at our esteemed educational institution located in Mumbai. The campus, with a rich heritage spanning over 123 years, requires meticulous maintenance to uphold its esteemed reputation.

Scope of Work:

The selected firm shall be responsible for the following:

1. Analysis of Staffing Requirements:

- Conduct an analysis to determine the optimal number of housekeeping staff required for effective maintenance of the entire campus.
- Ensure adequate staffing levels to cover all areas and shifts as per the campus requirements.
- All personnel must have police clearance for issuing entry passes in high-security areas.
- All personnel must be free from infectious diseases.
- To maintain decent decorum and discipline at all the times.

2. Analysis of Material Requirements:

- Conduct a thorough assessment to determine the monthly/yearly requirement of housekeeping materials necessary to maintain cleanliness throughout the campus.
- Procure and manage the supply of cleaning materials, ensuring adequate stock levels are maintained at all times.

3. Formation of Task Checklists:

- Develop comprehensive checklists outlining specific tasks and responsibilities for each area of the campus.
- Ensure adherence to high standards of cleanliness and hygiene across all facilities.

4. Regular Updating of Checklists:

- Regularly review and update the task checklists to incorporate any changes in requirements or feedback received from the management.
- Implement improvements to enhance efficiency and effectiveness in housekeeping operations.

Submission Requirements:

Interested firms are required to submit their proposals in sealed envelopes marked "Tender for Housekeeping and Cleaning Facility Management Services" to the following address:

To,
The Administration Department,
The Mogaveera Vyavasthapaka Mandali – Mumbai,
MVM Educational Campus, off Veera Desai Road,
Near Azad Nagar Metro Station,
Andheri West – 400058.

The deadline for submission is 18th May 2024 before 4pm.

The vendor can do the survey of the campus between 4th May 2024 to 15th May 2024 with prior appointment. The Administration department shall allocate a day and time for doing the survey. Please note that the tenders shall be accepted during the working hours only(9am to 5.30pm)

Evaluation Criteria:**Tenders will be evaluated based on the following criteria:**

- Experience and expertise in providing housekeeping and cleaning services to educational institutions or similar establishments.
- Compliance with the scope of work and submission requirements outlined in this tender notice.
- Cost-effectiveness of the proposed solution.
- Ability to mobilize resources and meet service delivery timelines.
- The firm should have executed a minimum of three similar services contracts earlier in Mumbai with a reputed Educational Institution or department of the Central Board of Indirect Taxes & Customs in the last Ten years.

The Mogaveera Vyavasthapaka Mandali - Mumbai reserves the right to accept or reject any or all tenders without assigning any reason thereof.

****Additional Terms and Conditions: ****

1. All service providers must have their offices based in Mumbai.
2. Upon the award of the contract, the contractor shall furnish a list containing names and addresses of the workmen sent to this office for performing housekeeping services.
3. The contractor shall maintain an attendance register of personnel, subject to inspection by the concerned officer of this office.
4. Personnel will render services every day, including Sundays if required, except on National Holidays.
5. They will attend to any extra cleaning jobs in the said premises as and when required, with no extra payment for this made.
6. The service provider should have sufficient employees on their payroll to replace manpower employed under the contract if individuals are not available due to health reasons or any other valid reasons.
7. All personnel should be available on all working days; in case of any absence, double the amount of the proportionate payment will be deducted from the bill.

8. No minors should be employed in the work by the service provider.
9. Timely payment to employed persons should be made by the service provider without waiting for payment from the buyer.
10. Payment for the services will be given on a monthly basis.
11. The services provided by the contractor shall be closely monitored and should be up to the satisfaction of this office.
12. Tenderers shall fill in the tender carefully after noting the items and its specifications. No variation in rates etc. shall be allowed on any grounds such as clerical mistake, misunderstanding etc. after the tender has been submitted.
13. The prices quoted shall be firm and no variation will be allowed on any account whatsoever. The rates quoted shall be inclusive of all taxes and duties applicable.
14. Tenders containing contradictory, onerous and vague stipulations and hedging conditions such as "subject to prior sale" "offer subject to availability of stock" " Offer subject to confirmation at the time of order" "Rates subject to market fluctuations" etc. will be rejected outright.
15. No alteration or interpolation will be allowed to be made in any of the terms or conditions of the tender & contract and / or the specifications and /or in the schedule of quantities. If any such alteration or interpolation is made by the tenderer, his tender shall be rejected.
16. The basic records viz various regulatory payments staff wise etc are required to be made available for inspections and when called for.
17. The validity of the offer should be for at least 90 days from the date of the opening of the tender. Tenders specifying validity less than 90 days shall be rejected outright.
18. On award of work order, an agreement shall be executed which shall be stipulated with exhaustive terms and conditions.

S/d

The Gen. Secretary

The Mogaveera Vyavasthapaka Mandali – Mumbai

Encl: Annexure 1 - KYC Form for Vendor Prequalification

Annexure 2: Prequalification Criteria for Technical Bid

Annexure 1 - **KYC Form for Vendor Prequalification**

1. **Vendor Information: **

- Vendor Name:
- Vendor Address:
- Telephone Number:
- Email Address:

2. **Type of Entity: **

- Proprietorship
- Partnership
- Private Limited Company
- Other (Specify):

3. **Contact Person Details: **

- Name:
- Position:
- Telephone Number:
- Email Address:

4. **Client List: **

Please provide a list of clients you have provided services to in the past, including contact information.

5. **Reference Letters: **

Please attach reference letters from at least three previous clients.

6. **PAN Number: **

- PAN Number:

7. **Founder Information: **

- Name(s) of Founder(s):
- Brief background information:

8. **Years in Existence: **

- Year Established:

9. **Team Size: **

- Total Number of Employees:
- Number of Employees Dedicated to Housekeeping Services:

10. **Working Capital: **

- Amount of Working Capital:
- Balance sheet for the last three years duly certified by CA.

11. **License Details: **

- License Number:
- Date of Issue:
- Issuing Authority:

12. **Compliance with Government Regulatory: **

- Yes
- No
- If "No," please specify areas of non-compliance:

13. **Police Verification Procedures: **

- Followed
- Not Followed
- If "Not Followed," please provide an explanation:

14. **Additional Information: **

- Please provide any additional relevant information about your company.

Declaration:

I/we hereby declare that the information provided above is true and accurate to the best of my/our knowledge and belief. I/we understand that any misrepresentation may result in disqualification from the tender process or termination of the contract if awarded.

Signature and seal: _____

Date: _____

****Annexure 2: Prequalification Criteria for Technical Bid****

Annexure 1: Prequalification Criteria for Technical Bid

The following documents must be attached with the proposal and the below form must be ticked whether the said document is submitted or not.

Sr. No.	Particulars	Remarks
1	Name of the service provider, address, telephone no. & email id	YES/NO
2	Type of entity – Proprietorship, Partnership, Pvt. Ltd. Company, etc.	YES/NO
3	Name contact details of the contact person	YES/NO
4	Copy of IT Returns showing annual turnover of more than Rs. 25,00,000/- per annum for the last three financial years	YES/NO
5	Copy of Shop and Establishment Registration (gumasta license)	YES/NO
6	Copy of Balance Sheet/Profit & Loss Account for the last three financial years certified by as submitted the applicant to the Income Tax Dept.	YES/NO
7	Copy of Tax Assessment Certificate for the last three financial years	YES/NO
8	Copy of PAN Card	YES/NO
9	Copy of Aadhar card of proprietor/all Directors/Partners	YES/NO
10	Copy of ESI Registration Certificate at least two years old	YES/NO
11	Copy of EPF Registration Certificate at least two years old	YES/NO
12	Copy of GST Registration Certificate, Vendor office address in GST Registration should be within the jurisdictional limits of Municipal Corporation of Greater Mumbai, Thane, and Navi Mumbai	YES/NO
13	Copy of Bank Solvency Certificate showing solvency for Rs. 3 lakh	YES/NO
14	Copy of work order/agreement of five years as proof of having experience in providing manpower for Housekeeping Services to any reputed Educational Institution or Central Govt Organisation in Mumbai region or Copy of work order of three years as proof of having experience in providing manpower for Housekeeping Services to CBIC/CBEC in Mumbai region (proof of which is required to be submitted)	YES/NO
15	Police verification certificate of the owner/partner/directors of the bidding company	YES/NO
16	Police verification certificate of the employees of the company participating in the bid. (Minimum 06 staffs are required).	YES/NO
17	Profession Tax paid challan of the last 3 months	YES/NO
18	ESIC & EPF paid challan of the last 3 months	YES/NO
19	Whether the bidder/service provider is MSME	YES/NO
20	A self-declaration that Proprietor/Partner/Director has never been convicted under law. If yes, then please provide details thereof.	YES/NO

For further inquiries, please contact the office at 022-49619811/12; +91-8618568374