



**DIRECTORATE OF MAHARASHTRA FIRE SERVICES,
GOVERNMENT OF MAHARASHTRA
MAHARASHTRA FIRE SERVICES ACADEMY,
HANS BHUGRA MARG, VIDYANAGRI
SANTACRUZ (EAST),
MUMBAI - 400 098**

TENDER DOCUMENT

Tender Number: MFS/2-D/2022/

FOR

HOUSEKEEPING

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**Directorate
Maharashtra Fire Services
State Fire Academy, Vidyanagari, Hans Bhugra Marg,
Santacruz (East), Mumbai – 400098**

**NOTICE INVITING TENDER – TENDER FOR HOUSEKEEPING AT MAHARASHTRA FIRE SERVICE
ACADEMY
TENDER NOTICE NO: MFSA /FIRE ACADEMY/HK/2022/**

Sealed tenders are invited by Director, Maharashtra Fire Services from experienced firms. Agencies, owners for the following work.

Sr. No.	Name of the Work	Cost of Blank Tender Form Rupees	Issue of Blank Tender forms from 22.08.2022 to 26.08.2022 till 1.00 pm
1	Inviting Tender For hiring of Housekeeping Services at Maharashtra Fire Services Academy at Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098	Rs.3000/-	DIRECTOR, MAHARASHTRA FIRE SERVICES Maharashtra Fire Services Academy , Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098.

Note :

- Blank Tender forms will be available during working hours on all working days and during office hours from 22.08.2022 to 26.08.2022 till 1.00 pm from **DIRECTOR, MAHARASHTRA FIRE SERVICES**, Maharashtra Fire Services Academy, Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098.

• **Summary of the Tender Notice is as follows:**

Tender Reference	MFS/2-D/2022/
Tender Fee	Rs. 3000/-
Earnest Money Deposit (EMD)	Rs. 50000/- through Demand Draft from Nationalised Bank.
Security Deposit (SD) (Only in case of a Successful Bidder)	3% of yearly contract through Bank Guarantee from Nationalised Bank.
Further Security Deposit, to be deducted from Bills	The remaining amount of the Security Deposit i.e., 2% shall be recovered from the Contractor's running bills at the rate of 5% till full amount is SD recovered.
Availability of Tender Form and Tender Document	FROM : 22.08.2022 at 11 .00 Hrs UP to : 26.08.2022 at 13.00 Hrs
Last Date, Time and place for receipt of Bids	03.09.2022 at 13:00 hrs in the office of the Director, Maharashtra Fire Services, Maharashtra Fire Services Academy, Hans Bhugra Marg, Vidyanagri, Santacruz (East), Mumbai -400 098
Time and Date of Opening of the Technical Bid	09.09.2022 at 15:00 hrs (if possible) in the office of the Director, Maharashtra Fire Services, Maharashtra Fire Services Academy, Hans Bhugra Marg, Vidyanagri, Santacruz (East), Mumbai -400 098
Time and Date of Opening of the Commercial Bid of qualified agencies.	14.09.2022 at 15:00 hrs (if possible) in the office of the Director, Maharashtra Fire Services Maharashtra Fire Services Academy, Hans Bhugra Marg, Vidyanagri, Santacruz (East), Mumbai -400 098
Address of Communication	Office of the Directorate, Maharashtra Fire Services, Maharashtra Fire Services Academy, Hans Bhugra Marg, Vidyanagri, Santacruz (East), Mumbai -400 098
Contact Person and Telephone Numbers	Mr. Kiran Hatyal , 8652223567 (M) 022-26677500; Asst. Director, Maharashtra Fire Services Academy, Mumbai
All Payment Bank Details (NEFT only)	Name of the Bank & Branch :- Reserve Bank of India, Fort, Mumbai-400001 IFS Code of RBI :- RBIS0MBPA04 (both "O" is to be read as "Zero") P.L Account No :- 6184087001 Account Name :- "Director, Maharashtra Fire Services, Mumbai"

2. The Tender form duly filled will be received upto 03.09.2022 at **DIRECTORATE, MAHARASHTRA FIRE SERVICES**, Maharashtra Fire Services Academy, Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098 before 3.00 pm and will be opened on the same day, if possible.
3. Details of Tender EMD (Earnest Money Deposit), Terms and conditions are as per tender document.
4. The **DIRECTOR, MAHARASHTRA FIRE SERVICES** reserves the rights to accept or reject any or all tenders without assigning any reasons thereof.
5. Cost of the blank tender form will be received only by Demand Draft payable at Mumbai in favor of **DIRECTOR, MAHARASHTRA FIRE SERVICES**.

**DIRECTOR,
MAHARASHTRA FIRE SERVICES**



Conditions of Tender

1.0 DEFINITIONS :

1. **“Contractor”** shall mean the individuals of firm or company whether incorporated or not, undertaking the tender and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company. This shall be synonymous with term “Bidder” used in the Detailed Tender Notice and shall mean the successful “Bidder”.
2. **“Services”** shall mean the services to be supplied to various establishments working under Director Maharashtra Fire Services herein after called as Director, MFS by the Contractor as stated in the Contract and shall include installation and other services that are prescribed in the Tender document.
3. **“Contract”** shall mean and include the terms and conditions of tender. Letter of acceptance, the offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged with the offer by the Director Maharashtra Fire Services, and any other document forming part of the contract.
4. **“Contract Amount”** shall mean the sum quoted by the Contractor in his offer and accepted by MFS.
5. **“Competent Officer”** shall mean any officer authorized by the Director Maharashtra Fire Services State, to act on behalf of the Director Maharashtra Fire Services.
6. **“Government”** shall mean the Government of Maharashtra.
7. **“Director”** shall mean the Director Maharashtra Fire Services, Mumbai-98.
8. **“Approved”** shall mean approved in writing including subsequent confirmation. “Approval” shall mean approval in writing including as aforesaid.
9. **“Specification”** means the specification referred to in the Tender and any modification thereof or addition or deletion thereto as may from time to time be furnished or approved in writing by the Competent Authority.

10. **“Tender”** means the Contractor’s priced offer to the Director for the supply of the Services and remedying of any defects therein in accordance with the provisions of the Contract, the installation and services as accepted by the Letter of Acceptance.
11. **“Letter of Acceptance”** means the formal acceptance by Director Maharashtra Fire Services.
12. **“Commencement Date”** means the date upon which the Contractor receives the notice to commence the supply of Services.
13. **“Time for completion”** means the time for completing the supply of services or any part thereof as any part thereof as stated in the Contract calculated from the Commencement Date.
14. **“Annexure”** referred to in these conditions shall means the relevant annexure appended to the Tender.

2.0 PARTIES TO THE TENDER:

The parties to the Tender shall be the Contractor, whose offer is accepted by the Director Maharashtra Fire Services.

The person signing the offer or any other document forming the part of Contract on behalf of other persons of a firm shall be deemed to have due authority to bind such person/s or the firm as the case may be in all matters pertaining to the Contract. If it is found that the person concerned has no such authority, the Director Maharashtra Fire Services, may, without prejudice to any other Civil/criminal remedies, terminate the Contract and hold the signatory and / or the firm liable for all costs and damage for such termination.

3.0 TENDER DOCUMENT.

The several Contract documents forming the Contract shall be taken as mutually explained to one another, but in case of ambiguities or discrepancies the same shall be explained and harmonized by the Competent Authority who shall issue to the Contractor necessary instruction thereon and in such event unless otherwise provided in the contract the priority of the document forming the Contract shall be as follows.

- i) Contract Agreement.
- ii) Letter of Acceptance.
- iii) The conditions of Tender.
- iv) Detailed Tender Notice.
- v) Minutes of clarifications to the written queries submitted by the Bidders.
- vi) Any other correspondence exchanged between the parties in connection with the Tender.
- vii) The contractor’s Offer.

4.0 IN CASE OF TENDER: -

The Quantity for which offers can be placed is liable to change. The Director Maharashtra Fire Services takes / provides no assurance & takes no responsibility as to the quantity for which offers shall be placed with the Contractor.

The services can be ordered by any of the authorities who are authorized by the Director Maharashtra Fire Services, to place orders against this Contract.

TRANSPORTATION:

The material required for the subject work shall be delivered at location indicated and shall include loading, unloading and transportation and all duties, taxes and levies as applicable.

6.0 QUALITY OF SERVICES:

All Services to be supplied by the contractor shall be in conformity with the specifications laid down in the Contract. The services supplied under the Contract must be of the highest quality and standard.

7.0 INSPECTION OF SERVICES:

The Competent Authority will carry out inspection of the Services supplied to confirm their conformity to the Contract specifications.

The Competent Authority shall be entitled at any time to inspect the services.

8.0 WARRANTY:

Not Applicable

9.0 LIQUIDATED DAMAGES FOR DELAYED SUPPLY:

Not Applicable

10.0 RISK PURCHASE :

Not Applicable

11.0 IMPOSITION OF FINES / PENALTY:

The Contractor shall be liable for penalty for deficiency in the Services, as indicated, in penalty clause of tender document.

12.0 PAYMENTS :

- 1.** The Tender is for facility service such as Housekeeping.
- 2.** The Contractor has to charge Lumpsum service charges (Inclusive of all the Taxes) for providing Housekeeping Services as per scope of work. The rates shall be firm and fixed and shall not be subject to any change or any condition of whatsoever nature, except the Price variation clause, and shall hold well till completion of supply of the Services.

13.0 ASSIGNMENT OF CONTRACT, ALTERNATION IN FIRM :

The Contractor shall not subcontract any part of the Contract without the prior consent of the Director Maharashtra Fire Services.

14.0 CORRUPT OR FRAUDULENT PRACTICES:

The Director Maharashtra Fire Services requisite the contractors under this tender to observe the highest standards of ethics during the procurement and execution of such Contracts, in pursuance of this policy, the Director Maharashtra Fire Services defines for the purposes of this provision, the terms set forth as follows:

- a) 'Corrupt practice' means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in Contract execution, and
- b) 'Fraudulent practice' means a misrepresentation of facts in order to influence a procurement process or a execution of a Contract to the detriment of the The Director Maharashtra Fire Services, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive The Director Maharashtra Fire Services of the benefits of the free and open competition.

The Director Maharashtra Fire Services will reject a proposal for award if it determines that the Contractor has engaged in corrupt or fraudulent practices in competing for the Contract in question. The Director Maharashtra Fire Services will hold the Contractor ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the Contractor has engaged in corrupt and fraudulent practices in competing for, or in execution the Contractor.

15.0 SECURITY DEPOSIT:

The Security Deposit for an amount of 3% of the yearly value of the Tender, valid for 1 year from the date of commencement of work, recurring every year till the contract period, shall be required to be provided by the contractor.

The contractor is required to make the Security Deposit in form of Bank Guarantee of Nationalized Bank or Scheduled Banks in the enclosed format (**Annexure – 4**).

16.0 FORFEITURE OF SECURITY DEPOSIT :

If during the term of this Contract the Contractor is in default of the due and faithful performance of its obligations under this Contract, or any other outstanding dues by the ways of fines, penalties and recovery of any other amounts due to it, The Director Maharashtra Fire Services shall, without prejudice to its other rights and remedies hereunder or at the Applicable Law, be entitled to call in, retain and appropriate the Security Deposit.

Nothing herein mentioned shall debar the Director Maharashtra Fire Services from recovering from Contractor by a suit or any other means any such losses, damages, costs, charges and expenses as aforesaid, in case the same shall exceed the amount of the Security Deposit.

17.0 RETURN OF SECURITY DEPOSIT :

The Security Deposit shall be retained until all disputes, if any, between both the parties have been settled to the entire satisfaction of the Director Maharashtra Fire Services. The Security Deposit shall be returned to the Contractor by The Director Maharashtra Fire Services provided that there are no outstanding claims of the Director Maharashtra Fire Services on the Contractor.

18.0 DISPUTES & ARBITRATION :

The Director Maharashtra Fire Services and the Contractor shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract. If a dispute of any kind whatsoever that can not be resolved the same shall be referred to the sole arbitration of the Secretary, Urban Development-2, Mantralaya, Mumbai whose decision will be final and binding on both the parties.

19.0 MODE OF SERVING NOTICE :

Communications between Parties which are referred to in the contract, are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act.)

Subject to as otherwise provide in this Contract all notices to be issued on behalf of the Director Maharashtra Fire Services and all other actions to be taken on its behalf may be given or taken by the Competent Authority.

If sent by registered post to the last known place or abode or business of the Contractor, it shall be deemed to have been served on the date when in the ordinary course of post these would have been served on or delivered to it.

20.0 PUBLICITY :

Any publicity by the Contractor in which the name of The Director Maharashtra Fire Services is to be used should be done only with the explicit written permission of The Director Maharashtra Fire Services.

21.0 GOVERNING LANGUAGE:

Governing language for the entire contract and communications thereof shall be in English or Marathi only.

22.0 LAW :

The Contract shall be governed and construed in accordance with the law in India.

23.0 LEGAL JURISDICTION:

No suit or other proceedings relating to performance or breach of Contract shall be filed or taken by the Contractor in any Court of Law except principal court of Ordinary Civil Jurisdiction at Mumbai which shall have exclusive jurisdiction to the exclusion of any outside court.

24.0 STAMP DUTY :

The Contractor shall bear and pay any stamp duty and registration charges of the Contract.

25.0 JOINT VENTURE OR CONSORTIUM :

No Joint Venture, Consortium or any understanding with any other company / partner by way of MOU etc shall be accepted.

26.0 SHIFT & SHIFT TIMINGS :

A. Housekeeping:

General Shift: 9.00 am to 5.00 pm. (*including Saturday and Sunday)

If above shift timing need any alteration, shall be mutually acceptable, provided those comply with regulatory compliances.

*As the premise also has Hostel for Trainees accommodation, it is in use for 365 days. The same needs to be cleaned daily.

Offices are closed on 2nd & 4th Saturday & all Sundays

OTHER TENDER CONDITIONS

Eligibility Criteria:

Only those Bidders who possess the following eligibility criteria should apply. Bidders shall submit documentary proof of eligibility criteria as mentioned below. Bidders not meeting the eligibility criteria will be summarily rejected.

1. The Bidders should have in hand or satisfactorily completed Mechanized Housekeeping / Facility Management Jobs essentially including Mechanized Housekeeping service at any reputed Institutional buildings, Office buildings or Hospital buildings only, as mentioned below,
 - a) Minimum 3 (Three) single works of Mechanized Housekeeping having cumulative total completed value not less than **Rs.1 Crores** (One Crores only) in last 3 financial years, out of which at least one of them should be in State Govt./ semi Govt. / Municipal Corporations/Municipal Councils/ PSU's in Maharashtra State only
 - b) The value of such single work should not be less than **Rs.20 Lakhs** (Twenty Lakhs only).
2. The Bidders should have average annual turnover of **2 Cr.** (Two Crores) in last 3 financial year ending 2022. Audited Balance Sheet and IT returns along with PAN should be submitted in support of the same.
3. Net worth of the Bidder should be minimum **3 Cr. (Three Crores)**
4. The Bidders should have
 - a) Relevant man power with the requisite expertise and experience available for Providing Housekeeping Services.
5. The Bidder should possess valid **ISO 9001 – 2000** series certification in Mechanized Housekeeping and should be minimum **3 years** old. The Bidder should submit latest audit report along with the certificate. The Bidder must have the **ISO 9001:2008 & OHSAS 18001:2007, ISO 14001: 2004** for environment safety norms.

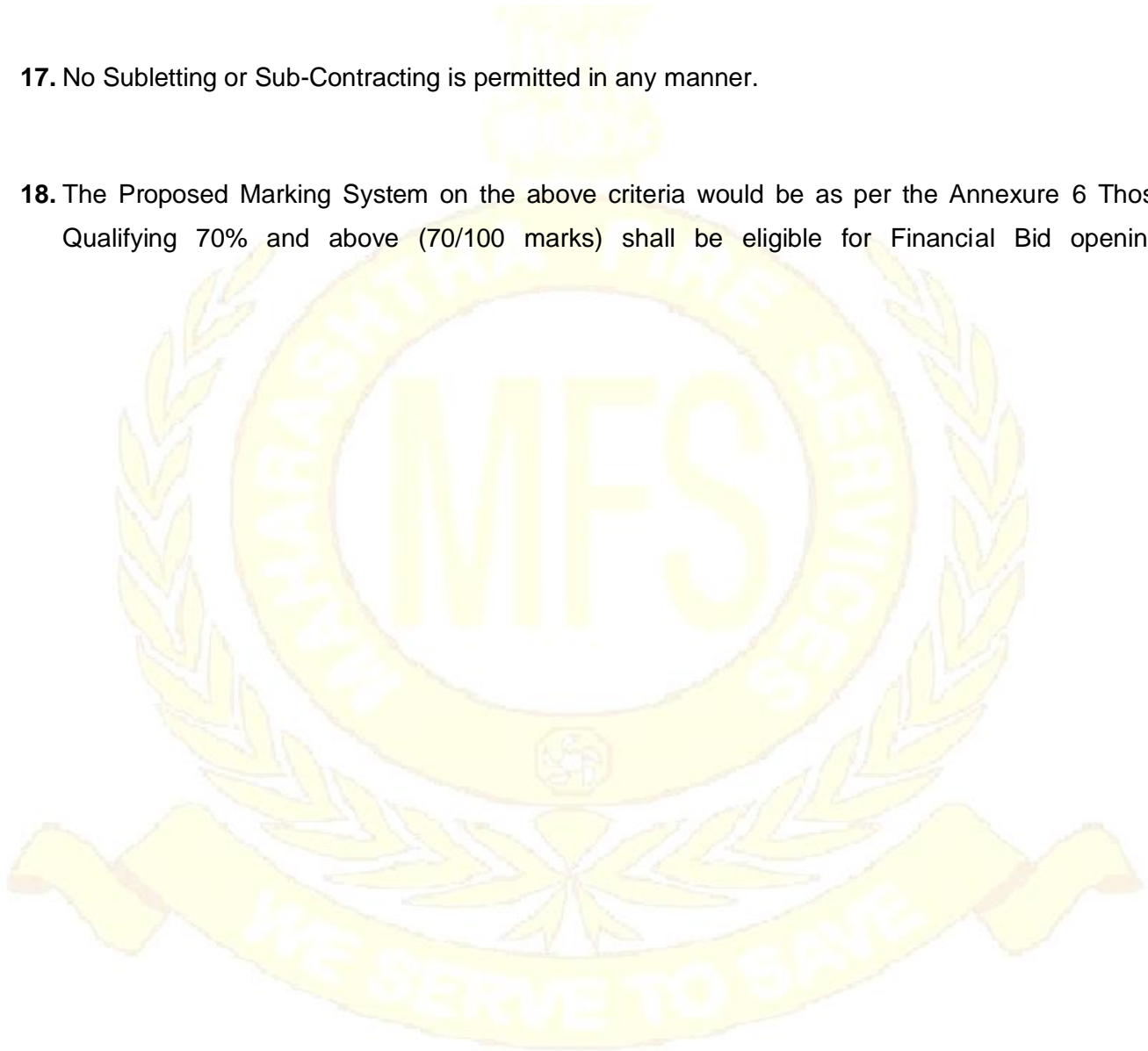
6. The Bidder should have ownership of minimum **2 Crore** of cleaning machines / Equipments and the same should reflect in the audited balance sheet.
7. The Bidder should have well established and functional office in Mumbai for last 5 years.
8. The Bidder should be registered with Bombay Shops & Establishment Act. The Bidder has to submit registration certificate of the same.
9. The Bidder should be registered with ESIC and PF Authorities. The Bidder should submit registration certificate of the same along with latest challans.
10. The Bidder must have a registered independent Administered Gratuity Trust duly exempted under Income Tax Act or have Group Gratuity Policy / Scheme for payment of Gratuity Act, 1970.
11. The Bidder should be registered with Service Tax Authorities. The Bidder has to submit registration certificate of the same along with latest challan.
12. The Bidder should be registered with Maharashtra VAT Authorities and have to submit registration certificate of the same.
13. The Bidder should be registered with Professional Tax authorities and have to submit registration certificate along with latest challan.
14. Bidder should submit supporting documents to establish that they meet the experience criteria at clause 1 above in the form of satisfactory performance of services from clients and also copy of contracts / work orders where the bidder has provided catering services and composite housekeeping services/ Mechanized Housekeeping Services.
15. Vendors are not allowed to submit bids in Consortium or JV. Vendor(s) doing so will be rejected summarily. However bids can be accepted from the bidder who is either a parent Company or a 100% subsidiary company. If a bidding company is a parent company, then it can submit documents of it's 100% subsidiary company to fulfill eligibility criteria's. And if a bidding company is a subsidiary company, then it can submit the documents of it's parent company who owns it's 100% to fulfill eligibility criteria's.

The bidding company can submit full or part experience documents of its parent / subsidiary company.

16. To establish the proof of being a parent or subsidiary company, the bidding company has to submit the MOU / Agreement between the two companies which should be executed at least one year before the date of submission of the tender.

17. No Subletting or Sub-Contracting is permitted in any manner.

18. The Proposed Marking System on the above criteria would be as per the Annexure 6 Those Qualifying 70% and above (70/100 marks) shall be eligible for Financial Bid opening.



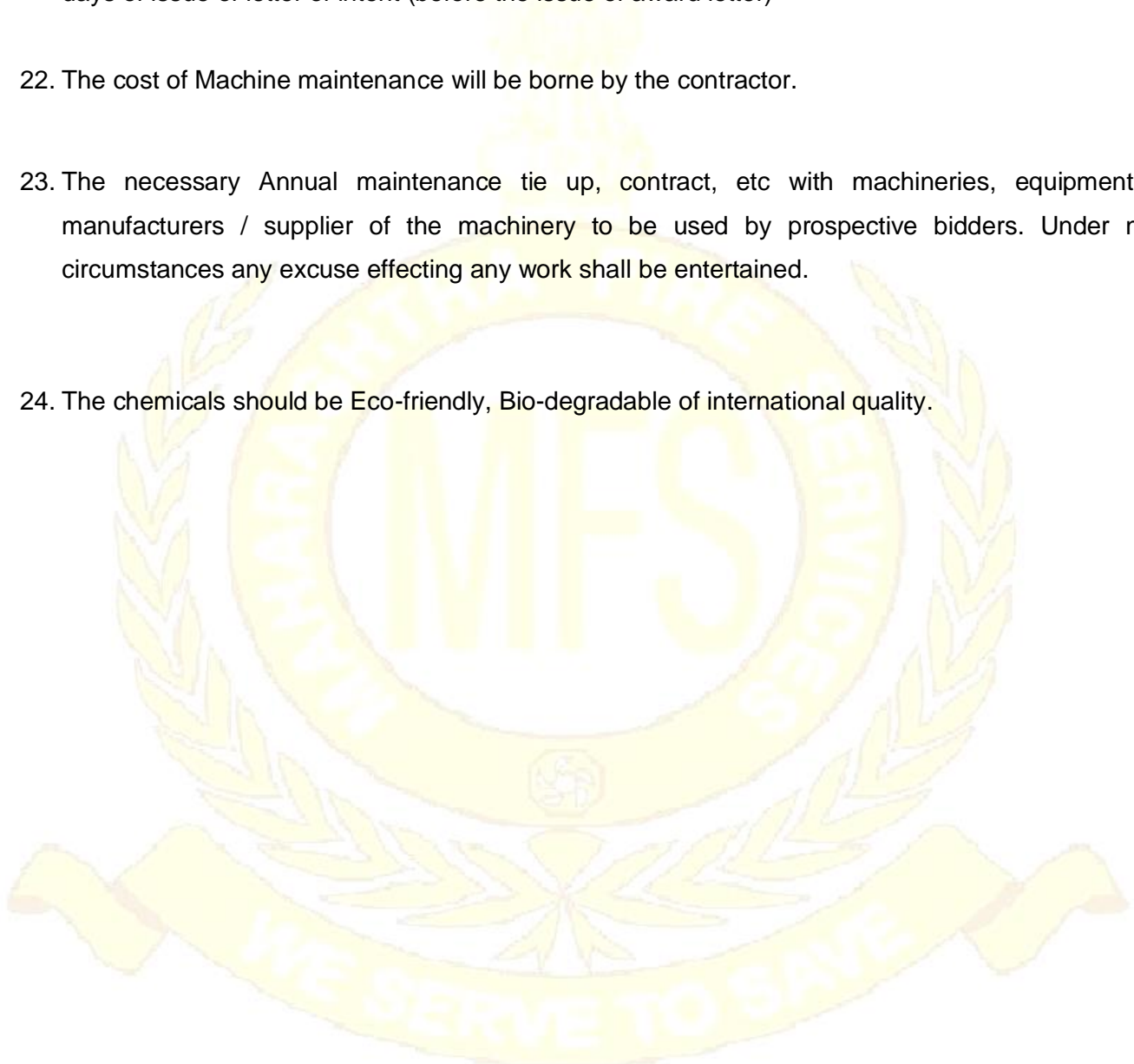
Special Conditions

1. This tender is for service of Mechanized Cleaning, it is mandatory that the Bidder has experience of all the above mentioned works & he has to bid for all the services asked in the financial bid. The tender will be evaluated based on composite bid of all the services and the work will be awarded to the Bidder with such composite bid. Partial bids will be stand disqualified by default.
2. The Bidder shall study carefully, the materials, chemicals, machines, equipments, specifications, schedule of quantities, the frequencies of different operations and conditions of the tender documents to fully appreciate the scope of work before quoting his rates.
3. The contractor shall have to clean the area as per minimum frequencies mentioned. However, the cleaning shall have to be done more frequently if required for proper housekeeping upon the instructions of the Housekeeping-in-Charge, within regular duty hours, for which nothing extra shall be paid. In case of any special events the contractor has to necessarily provide required services as asked by the Authorities. If the services extend beyond the regular working hours the contractor is liable to get overtime charges as certified by the In-Charge. Similarly, if additional manpower is required, the contractor will provide the same and will be liable for additional payment of the same on pro-rata basis as certified by the In-Charge.
4. The Bidder whose tender is accepted shall follow the scope of work as mentioned in the tender, so as to help the Director Maharashtra Fire Services, officers to monitor and check that the work is being done according to the schedule of frequencies mentioned
5. The contractor shall work in close co-ordination with officials working in various rooms/ Training halls/offices, including staff of Maharashtra Fire Academy etc. and modify working schedule if required as per users convenience. No claim whatsoever on this account shall be entertained.
6. The Director Maharashtra Fire Services shall provide space for storage of machines, material and chemicals as per availability for which no rentals for space will be recoverable. However no extra payment shall be admissible for carriage/shifting etc.

7. Furniture, basic Equipments shall be provided by the Director Maharashtra Fire Services. However, the contractor shall not make any additions or alterations to the premises including installations and fittings without the prior written permission and consent of the Director Maharashtra Fire Services.
8. The Bidder will be responsible to meet the cost of any of the damaged items except due to normal wear and tear which will be decided by the Director Maharashtra Fire Services. The bidder is not liable to pay for the water and electricity charges. As and when there is breakdown in the supply of water/electricity, Director Maharashtra Fire Services will make alternate arrangements.
9. The information mentioned in the tender documents is being furnished for general information & guidance only. The Director Maharashtra Fire Services in no case shall be held responsible for the accuracy thereof or any interpretations or conclusion drawn there from. Contractor is expected to survey the site physically and access the site area and condition. The contractor shall verify such data to his entire satisfaction before quoting the rates.
10. No tools & plants including special T & P etc. shall be supplied by the Director Maharashtra Fire Services. The contractor will have to make his own arrangements at his own expense for all machines, chemicals, materials toiletries, consumables etc. However water and electricity required for services will be provided free of cost by Director Maharashtra Fire Services.
11. The contractor shall dispose off garbage, malba, rubbish & other unserviceable materials and waste at their own cost to the notified/specified dumping place within the premises at a designated place/bin and under no circumstances these shall be stacked/dumped even temporarily within the building or the surrounding premises
12. Tendered rates shall be for complete work covering all materials, labour, carriage, machinery & equipment's, royalty fees, rent, GST or any such taxes (if any), wages, tools and plants transportation risks, overheads, general and special liabilities / obligations as mentioned and profits etc except Service Tax (GST) which be paid at actual, as applicable, on the bill amount. Contractor shall pay necessary taxes as above to relevant authorities.

13. Materials and chemicals required shall have to be brought by the contractor on advance for each month at his own cost. It may be noted that the material and chemicals required shall have to be brought at site and shall be kept in the safe custody at designated place which will be allocated to the contractor at each premise, free of cost.
14. The standard of services shall always be to the satisfaction of the authorized representative of the competent officer. In case of default the In-Charge may get the improvement done at the cost of agency without any notice.
15. The contractor shall appoint exclusively for this work Supervisor who shall coordinate with the concerned authorities as & when needed.
16. The contractor shall arrange the necessary water supply fitting, flexible pipe etc. for taking water from the water taps provided in the building for the services at his own cost. However water will be supplied free of cost.
17. The Bidder should provide sufficient number of staff required for completion of the required scope of work. The staff in uniforms as approved by In-Charge only shall be allowed for duty. The workers shall be supplied with sufficient sets of uniforms by the contractor so that they wear them at all time and keep them clean.
18. The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to be rendered to various establishments working under Director Maharashtra Fire Services and shall comply with all relevant labour laws as applicable to the area as existing or as may be mentioned during the contract period and shall indemnify Director Maharashtra Fire Services against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which Director Maharashtra Fire Services may be party or involved as a result of the contractors failure to comply and of the obligation under the relevant act law which the contractor is to follow.
19. All the materials/chemicals/consumables brought to site by contractor shall be protected suitably duly wrapped/packed & stored so as to avoid any damage during loading transportation/unloading & handling due to weather conditions etc. at any stage.

20. The Bidder should deploy sufficient number of machines as per requirement, for the scope of work mentioned in the tender document.
21. The Bidder should procure the required equipment/machines for housekeeping within fifteen days of issue of letter of intent (before the issue of award letter)
22. The cost of Machine maintenance will be borne by the contractor.
23. The necessary Annual maintenance tie up, contract, etc with machineries, equipments, manufacturers / supplier of the machinery to be used by prospective bidders. Under no circumstances any excuse effecting any work shall be entertained.
24. The chemicals should be Eco-friendly, Bio-degradable of international quality.



General Conditions

HOUSEKEEPING SERVICES

1. The work in general shall be carried out in accordance with the specification mentioned in the Tender and scope of work mentioned.
2. The work shall be carried out in the manner complying in all respects with the requirements of relevant bye-laws of the local body under the jurisdiction of which the work is to be executed or as directed by the competent officer & nothing extra shall be paid on this account.
3. The contractor shall comply with proper & legal orders & direction of the local or public authority or municipality and abide by their rules & regulations & pay all fees & charges which may be liable.
4. The contractor shall execute his work in such a manner that no damage is made to the existing structure and if done he shall rectify fully.
5. Contractor shall be responsible for the watch and ward of the material provided by him against pilferage and breakage during the period of execution and thereafter. However, any damage, pilferage etc shall be compensated by the contractor without assigning reason thereof.
6. Speed & Quality of work is very important at the Director Maharashtra Fire Services
7. The contractor shall ensure quality work in a planned and time bound manner. Any sub-standard material/ work beyond set out tolerance limits shall be summarily rejected by the In-charge.
8. Director Maharashtra Fire Services shall not be responsible for any loss of material used by the contractor at site.
9. After execution of work contractor shall store the Material & equipment in proper organized manner so as not to give any ill appearance to the respective locations.

Additional conditions

1. Detailed built up area of All premise mentioned in **Annexure 2**
2. Utmost care shall be taken to keep the noise level to the barest minimum so that no disturbance as far as possible is caused to the offices, staff or the occupants of the property. No inflammable materials shall generally be allowed to be stored at site. However, reasonable quantity may permit for storage subject to the compliance of all rules / instructions issued by the competent authorities and as per the direction of In- Charge.
3. In the event of any restriction being imposed by the security agency, Director Maharashtra Fire Services, Traffic or any other authority having jurisdiction in the area on the working or movement of labour/material, the contractor shall strictly follow such restrictions and nothing extra shall be payable to the contractor on this account. General Security restriction are given as under :
 - a) Labour huts/stay of workmen will not be allowed at site
 - b) After verification of antecedents, badges will be issued to them by the contractor. The cost of badges would be borne by the contractor.
 - c) As and when there will be security requirements certain additional restriction can be imposed as per the requirement of the situation.
 - d) The contractor shall be responsible for behavior and conduct of his laborer No laborer with doubtful integrity of having bad record shall be engaged by the contractors.
7. No payment shall be made for any damage caused by rain snowfall, flood or any other natural calamity, whatsoever during the execution of the work. The contractor shall be fully responsible for any damage to the Govt. Property and work for which the payment has been advanced to him under the contract and he shall make good the same at his risk and cost.
8. The Bidder shall visit the site & examine the availability of space in detail for execution of the work and deployment of machinery. For the meetings, cultural & political activities taking place in the campus, the contractor has to ensure that the above programmers/ activities are not hindered in any manner while executing the work.

9. The contractor shall be responsible for the proper upkeep and maintenance of the premise and furniture and fixture.
11. For any damage, breakage or loss of any equipment of property of Director Maharashtra Fire Services. the contractor shall have to make good the same at his own cost failing which the amount will be recovered from his security deposited or from his security deposit or from other dues as payable to him by the Director Maharashtra Fire Services or otherwise recovered.
12. The contractor shall keep a proper inventory of the items placed at his disposal by Director Maharashtra Fire Services and the same shall be verified by the contractor along with the representatives of Director Maharashtra Fire Services
13. Director Maharashtra Fire Services reserves the right to free access through its officer(s) to inspect the stores. Cleanliness, quality and quantity at all times without any prior notice. It shall be responsibility of the contractor to maintain the premise neat and hygienic. For the purpose he is required to engage adequate staff.
14. The contractor shall also not use or allow to be used any facility, appliances, equipment provided by the Director Maharashtra Fire Services to him for any purpose other than providing housekeeping services as per Director Maharashtra Fire Services requirement.
15. The contractor shall with the prior consent in writing by the Director Maharashtra Fire Services assign or sublet the contractor or any part there of to any other party provided that it shall not relive the contractor from any obligation, duty responsibility under the contract.
16. The contractor shall collect the dry and wet garbage arising in the canteen wash room and dispose it off daily at his own cost.



Price Variation Clause:

Price Escalations

Price Escalation will not be allowed during the Contract Period.

1. Detail Tender Notice

Sealed Tenders invited by and on behalf of **Director Maharashtra Fire Services** from eligible Bidders for the proposed work.

2. Issue of Tender

2.1 The Tender Form along with Tender Documents is available on and can be downloaded from the Website www.mahafireservice.gov.in The filled Tender Form shall accompany a receipt of Tender Fees amounting to Rs. 3000/- (Rs. Twenty Thousand Only) paid through NEFT. Details of NEFT for all the Financial Transaction is given in the summary table at pg 04. Tender Form without the receipt of tender form fees enclosed in technical offer envelope shall be treated as incomplete and shall not be considered.

2.2 The Tender Document is not transferable. Only the Bidder who has purchased the tender form shall be entitled to bid in the Tender.

3. Language of Tender / Contract

The language of the Tender shall be in English and all correspondence, drawings etc. shall conform to English/Marathi language.

4. Clarifications by Bidder :

Intending Bidders will be allowed to seek clarification in specifications, Conditions of Contract, etc. in writing to **Director Maharashtra Fire Services**, minimum 5 days prior to the last date of submission of tender. **Director Maharashtra Fire Services** will communicate such clarifications to all the intending Bidders who have purchased the Tender Document, in writing before submission

of tender via postal service. The **Director Maharashtra Fire Services** will no way be responsible for any postal delay. The decision given by **Director Maharashtra Fire Services** regarding any clarification will be final.

5. Validity of Bidders

The Tenders will be valid for a period of 180 days from the date of its opening and may further be extended if the Bidder is ready to extend the same on the same rates mentioned in his bid, subject to only price variation clause and nothing extra.

6. Earnest Money Deposit

6.1 The Bidder shall deposit an amount of Rs 50,000/- (Rupees Fifty Thousand only) as Earnest Money Deposit (EMD). The Earnest Money shall be through NEFT. Details of NEFT for all the Financial Transaction is given in the summary table at pg 04. The failure or omission to deposit the Earnest Money shall disqualify the Tender and the **Director Maharashtra Fire Services** shall exclude from its consideration such disqualified Tender(s). No interest shall be payable by the **Director Maharashtra Fire Services** in respect of such deposited Earnest Money.

6.2 If the **Director Maharashtra Fire Services** accepts the tender, the Earnest Money shall be appropriated towards Security Deposit payable by the Bidder in accordance with the Conditions of Contract. Alternatively on payment of the required amount of the Security Deposit and the execution of the Contract Agreement, the Earnest Money shall be returned to the Bidder.

7. Forfeiture of EMD

7.1 The Bidder shall not revoke his Tender or vary its terms and conditions without the consent of the **Director Maharashtra Fire Services** during the validity period of Tender, failing which the Earnest Money deposited by it shall stand forfeited to the **Director Maharashtra Fire Services**, without prejudice to its other rights and remedies and the Bidder shall be disentitled to submit a Tender to the **Director Maharashtra Fire Services** for execution of any work during the next twenty-four (24) months effective from the date of such revocation.

7.2 If the successful Bidder does not pay the Security Deposit in the prescribed time limit or fails to sign the agreement bond, The Earnest Money Deposit will be forfeited by the **Director Maharashtra Fire Services**.

8. Refund of Earnest Money

The Earnest Money of unsuccessful Bidders shall be refunded after the successful Bidder furnishes the required Security Deposit to the **Director Maharashtra Fire Services** and signs the Contract Agreement or within thirty (30) days of the expiry of validity period of Tenders, whichever is earlier.

9. Cost of Tender

The Bidder shall bear all costs associated with the preparation and submission of its Tender Bid. The **Director Maharashtra Fire Services** shall in no case be responsible or liable for these costs, regardless of the conduct or the out come of the Tendering Process.

10. Eligible Bidders

Only those Bidders who fulfill the eligibility criteria of the Tender Notice are eligible to submit their Tenders for this work. The documents indicated against each of the eligibility criteria shall be required to be submitted along with the technical bid to establish the eligibility of the Bidder. However all criterions mentioned in the Eligibility Criteria of the Tender Document over-rides all other criterions.

11. Relationship with Officer(s)

The Bidder shall not be associated presently or in the past with any of the office bearers of **Director Maharashtra Fire Services**, either directly or indirectly. The Bidder shall furnish an affidavit on a Non-Judicial stamp paper of Rs.100/- for the same. If any information so furnished shall be found to be untrue or false, the Bidder shall be liable to be disqualified and the Earnest Money accompanying such Tender shall stand forfeited to the **Director Maharashtra Fire Services**. If the Information so furnished shall be found to be untrue or false during the currency of the contract, the Bidder shall be held to be in default and the Contract if any awarded to it shall be liable to be terminated with its consequences.

12. Inspection of Site and Sufficiency of Tender: -

The Bidder is expected to work out their own rates based on the detailed description of items, the specifications, and conditions and finally arrive at the cost of the Work / Service. The Bidder shall be deemed to have satisfied itself before tendering as to correctness and sufficiency of its Tender. The rates and prices quoted shall, except as otherwise provided, cover all its obligations under the contract and all matters and things necessary for proper completion and maintenance

of the Works / Services. Where necessary, before submitting its Commercial Bid the Bidder should inspect and examine the site and its surroundings and shall satisfy itself about form and nature of the Site, the quantities and nature of the Work/Service and materials necessary for the completion of the Works/Services, means of access to the site, the accommodation it may require, and in general, obtain all necessary information as to risk, contingencies and other circumstances which may influence or affect its Tender. No extra charges consequent on any misunderstanding or otherwise shall be allowed.

13. Place of Submission of Tender

The Complete Tenders in the manner specified in the following paragraph will be received by **Director Maharashtra Fire Services Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098**

14. Last Date for Submission

14.1 Sealed Tenders shall be received at the address specified above not later than the time and date specified in the Tender Notice. In the event that the specified date for the submission of Tender is declared a holiday, the offers will be received up to the appointed time on the next working day.

14.2 The **Director Maharashtra Fire Services** may, as its discretion, extend this deadline for submission of Tenders by amending the Tender Documents, in which case all rights and obligations of the **Director Maharashtra Fire Services** and Bidder will thereafter are subject to the deadline as extended.

14.3 Any Tender received by the **Director Maharashtra Fire Services** after the deadline for submission of Tender prescribed by the **Director Maharashtra Fire Services** pursuant to the clause above, will be rejected and /or returned unopened to the Bidder.

15. Modifications and Withdrawal of Offers

The Bidder may modify or withdraw its Tender after its submission, provided that a written notice of modification or withdrawal is received by the **Director Maharashtra Fire Services** prior to the closing date and time prescribed for submission of Tender. No Tender can be modified by the Bidder, subsequent to the closing date and time for submission of Tender.

16. Manner of submission of tender (Two Bid system)

Tenders should be submitted in TWO SEPARATE ENVELOPES. One envelope should contain the Technical documents & documents related to eligibility criteria duly super-scribed as "Technical Bid". Second envelope should contain the price details duly super-scribed as "Financial Bid". All sealed super-scribed envelopes should be put in another sealed envelope duly super-scribed the name of work mentioned in tender notice, full name and address of Bidder.

The two envelopes shall contain the following:

Envelope No.1 (Technical Bid):

(Bidder is advised to submit specifically only the required documents in the technical bid envelope as per the mentioned order, to enable a faster scrutiny. The purchased Blank Tender document duly signed to be attached with the bid.)

1. EMD
2. Copy of receipt of payment towards purchase of tender. NEFT details such as Amount, UTR No. and Date.
3. All documents required as per Eligibility Criteria (to be submitted in the same chronological order as asked in the Criteria)
4. All required annexure to be filled and submitted as asked in the tender document.

Envelope No.2 (Financial Bid):

This envelope shall only contain the Financial Bid purchased duly filled, signed and self attested. The Financial bid should be filled as per original and should be typed or written in indelible ink in words and figures at appropriate places.

Corrections / Alterations / Overwriting if any shall also be initialed with date

17. Important Points to be noted by the Bidder

- a) On receipt of blank Tender form the Bidder should ensure that no corrections or over writings or erasures are left for attestation by the competent authority of the **Director Maharashtra Fire Services**
- b) The Financial bid shall be inclusive of all taxes, Local taxes, etc. to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained. Only Service tax will be paid extra as applicable. (taxes means GST and any other taxes, if applicable)
- c) No alterations or additions anywhere in the Bidder Document are permitted. If any of these are found, the Tender may be summarily rejected.
- d) In case of a firm, each partner or power of attorney holder shall sign the Tender. The attested copies of power of attorney of person signing the Tender shall be enclosed with The Tender. The power of attorney shall be signed by all partners.
- e) All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed.
- f) No page shall be added or removed from the set of Tender Document.
- g) The Bidder shall submit the Tender which satisfies each and every condition laid down in this Tender Document, failing which the Tender will be liable to be rejected. Conditional Tenders will be rejected.

18. Corrupt or Fraudulent Practices

18.1 The **Director Maharashtra Fire Services** requires that the Bidder under this Tender observe the highest standards of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the **Director Maharashtra Fire Services** defines for the purposes of this provision, the terms set forth as follows:

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official In the procurement process or in contract execution; and

- b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the **Director Maharashtra Fire Services**, and includes collusive practice among Bidders (prior to or after Tender submission)designed to establish Contract Prices at artificial noncompetitive levels and to deprive the **Director Maharashtra Fire Services** of the benefits of the free and open competition.

18.2 The **Director Maharashtra Fire Services** will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; The **Director Maharashtra Fire Services** will deem a firm ineligible, either indefinitely or for a started period of time, to be awarded a Contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a Contract.

19. Manner of Opening of Tender

The Tender received before the time and date specified in the Tender Notice will be opened as per the specified program in the office as mentioned in the Tender Notice (If Possible). The tenders will be opened in the presence of Bidders or their authorized representatives who choose to remain present.

20. Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of Tenders and the award of a Contract shall not be disclosed to Bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced.

21. Preliminary Scrutiny

21.1 The **Director Maharashtra Fire Services** will scrutinize the Tender to determine whether they are complete, whether any errors have been made, whether required technical documentation have been furnished, whether the documents have been properly signed, and whether the Tenders are generally in order. The **Director Maharashtra Fire Services** will also determine the substantial responsiveness of the Tender. For purpose of these clauses, a substantially responsive Tender is one that confirms to all the terms and conditions of the Tender Documents

without material deviations. The **Director Maharashtra Fire Services'** determination of a Tender's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence.

- 21.2 A Tender determined as not substantially responsive will be rejected by **Director Maharashtra Fire Services** and may not subsequently be made responsive by the Bidder by correction of the non-conformity. The **Director Maharashtra Fire Services** may waive any minor infirmity or irregularity in a Tender which does not constitute a material deviation. This shall be binding on all Bidders and the **Director Maharashtra Fire Services** reserves the right of such waivers.

22. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of Tenders, the **Director Maharashtra Fire Services** may, at its discretion, ask some or all Bidder for technical clarification of their Tender. The request for such clarifications and the response shall be in writing. To speed up the Tender process, the **Director Maharashtra Fire Services**, at its discretion, may ask for any technical clarification to be submitted by means of facsimile by the Bidder. In such cases, original copy of the document describing the technical clarifications must be sent to the **Director Maharashtra Fire Services** by means of courier/in person.

23. Opening of Financial Bids

The **Director Maharashtra Fire Services** shall notify the date of opening of the Financial Bids to the entire Bidder. On such notified date, the Envelope No. 2 of only the technically qualifying Bidder will be opened.

24. Acceptance of Tender

Acceptance of Tender on behalf of the **Director Maharashtra Fire Services** shall be done by the **Director Maharashtra Fire Services** or an officer(s) to whom the powers are delegated by the **Director Maharashtra Fire Services**. The **Director Maharashtra Fire Services** is not bound to accept the lowest of any Tender. **Director Maharashtra Fire Services** reserves the right to reject any or all Tenders received without assigning any reason whatsoever.

25. Intimation to Successful Bidders

The acceptance of Tender may be communicated to the successful Bidder in writing or otherwise either by the Tender opening authority or any authority in the **Director Maharashtra Fire Services**.

26. SECURITY DEPOSIT:

- 26.1 The Security Deposit for an amount of 5% of the yearly value of the Contract, valid for 3 year from the date of commencement of work, recurring every year till the contract period, shall be required to be provided by the contractor. The contractor has to make the Security Deposit in form of Bank Guarantee of Scheduled Banks in the enclosed format. The payment of SD shall be as mentioned in the summary table at pg no. 04
- 26.2 The Security Deposit for an amount of 5% of the yearly value of the Contract, valid for 3 years from the date of commencement of work, recurring every year till the contract period, shall be required to be provided by the contractor within seven (7) days after receipt of intimation in writing of acceptance of Tender.

27. Execution of Contract Document

- 27.1 The successful Bidder after furnishing the Initial Security Deposit, is required to execute an Agreement in duplicate on a stamp paper of proper value. The Agreement should be signed within 15 days from the date of acceptance of the Tender. The Contract will be governed by the Contract Agreement, the Conditions of the Contract (CoC) and other documents as specified in the CoC.
- 27.2 It shall be incumbent on the successful Bidder to pay stamp duty for the Contract Agreement, as applicable on the date of the execution.

28. Licenses

Wherever relevant, before commencing the Work/Service the successful Bidder shall be required to produce to the satisfaction, of the **Director Maharashtra Fire Services** a valid Contract Labour License issued in its favour under the provision of the Contract Labour (Regulation and

Abolition), Act 1970. On failure to do so, the acceptance of the Tender is liable to be withdrawn and also the Earnest Money is liable to be forfeited.

29. Rights of the Director Maharashtra Fire Services

29.1 The **Director Maharashtra Fire Services** reserves the right to suitably increase/ reduce the scope of work put to this Tender.

29.2 Increase in services can be given to the same contractor on approved rate. All the rights reserved with **Director Maharashtra Fire Services**.

29.3 In case of any ambiguity in the interpretation of any of the clauses in Tender Document or the Contract Document, interpretation of the Clauses by the **Director Maharashtra Fire Services** shall be final and bindings on all Parties.

30. Notice to form Part of Contract Tender Notice and these instructions shall form part of the Contract.

31. Contract Period

The Contract period shall commence on the Commencement Date and continue for a period of Two years. Based on the quality of work, the **Director Maharashtra Fire Services** may further extend the same up to another minimum One year.

32. Review & Termination

It may be noted that supply of good quality of services as per Annexure-1 is the essence of the Contract. If at any time it is seen that, a poor quality of Services continues for a period of one month, a written notice to improve the quality may be issued by the **Director Maharashtra Fire Services** to the contractor & the contract may be terminated after 3 such notices If at all the contract has to be terminated by either side it is mandatory to execute the termination process with 90 days notice by either side.

33. COMMENCEMENT OF SERVICES

Area of Operation

Maharashtra Fire Academy, Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai-400 098.

34. HYGIENE STANDARDS

- a) The employees should be in proper uniform at the time of work.
- b) They should be presentable in appearance i.e. well cut and groomed hair, properly combed, neat shaved etc.
- c) The employees should be medically fit for the scope mentioned.
- d) They shall have 2nd dose covid vaccination certificate

35. CONTRACTORS RESPONSIBILITIES

- 35.1 Material cost & outgoing: The cost of all accommodation, material for housekeeping, labour wages, setting up the said infrastructure, recruitment of staff, maintenance of equipment, and any other expenses including fuels, any taxes, local or otherwise required by the Contractor for the purpose of this contract shall be borne by the Contractor.
- 35.2 The Contractor shall employ skilled, semi-skilled and unskilled labour in sufficient numbers to carry out its Services at the required rate of progress and of quality to ensure workmanship, of the degree specified in the Contract for timely fulfilling of the Contractor's obligations under the Contract and to the satisfaction of the Competent Authority.
- 35.3 The **Contractor** shall provide its staff, a minimum of two sets of uniforms. The employees shall also display a photo identity card on their person clipped to the shirt at all times.

36 Penalties

- a) If the quality of work is found un - satisfactory or any such complaint in this regards is registered by In-Charge of Maharashtra Fire Services Academy a penalty of Rs.500/- per day will be charged to the contractor per instance per day.
- b) It is mandatory that the Supervisor should visit the site frequently. If it is found that the visits are not frequent then a penalty of Rs. 1000/- per month will be imposed on the contractor.
- c) If during inspection, the workers are not found in uniform, a penalty of Rs. 50/- per employee will be charged per instance per day.

**DIRECTOR,
MAHARASHTRA FIRE SERVICES**

Scope of Work

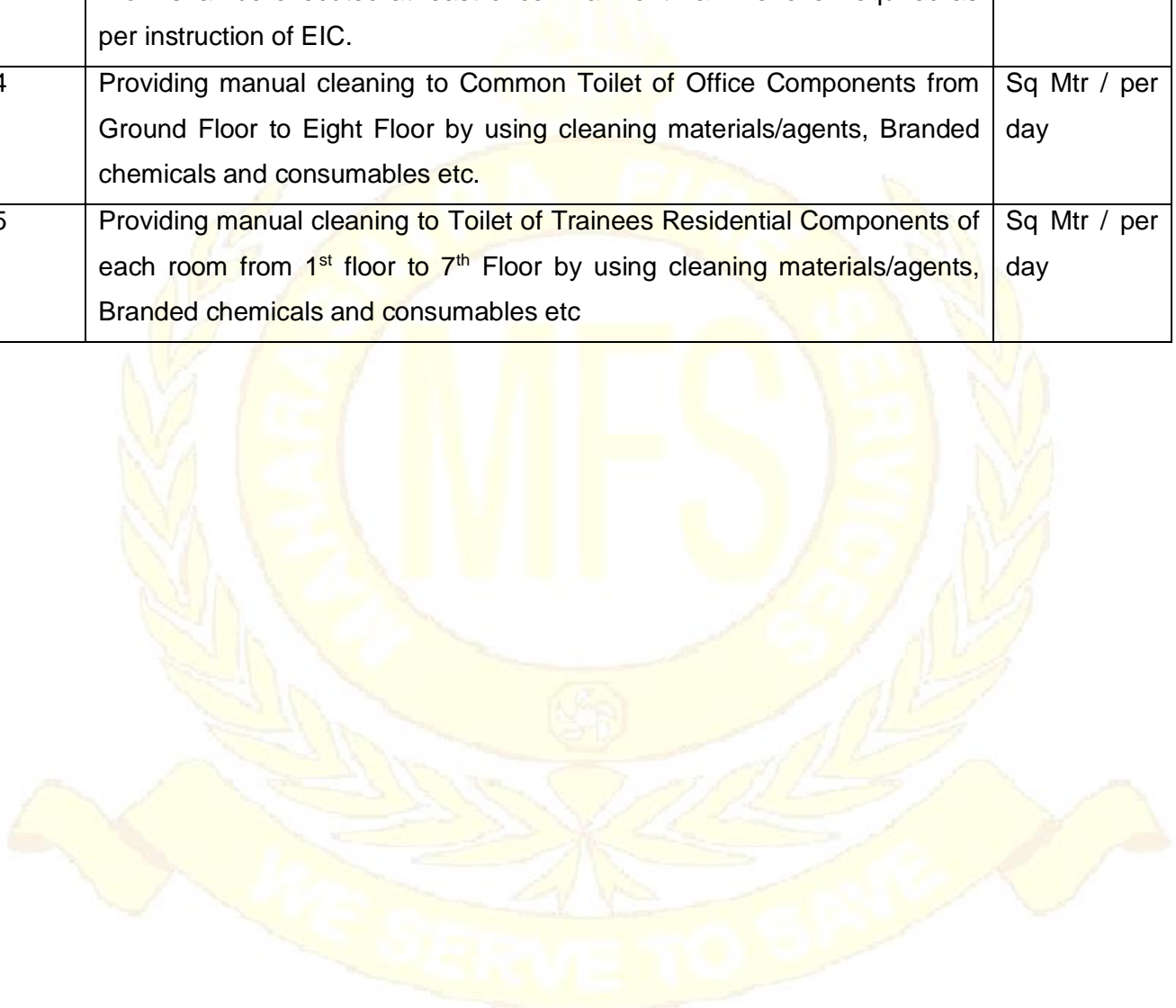
The contractor should provide mechanized / manual housekeeping services with modern cleaning equipments (7 days a week, one shift per day) wherever required at **Maharashtra Fire Services Academy, Director Maharashtra Fire Services, Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai 400 098.** with frequencies as given in Annexure I (a) of the tender document.

The said premises consist of Directorate of Maharashtra Fire Service and Maharashtra Fire Service Academy. Thus, it has Office Component, Training Component as well as Trainees Residential Components and the entire Built up area statement is given in Annexure 2.

Annexure – 1 HOUSEKEEPING

Sr. No.	Particulars	Unit
01	Cleaning fully built up area including surrounding premises, stilt & floors at all levels, terrace area, entrance, pavement, parking area, utility and entire open spaces within compound walls of academy on all days including cleaning and sweeping all the areas including cabin, pantries, halls, entrance, staircases, staircases landings, midlandings, all fire escape staircases & their mid-landings, sanitary blocks, cleaning all the table tops, chairs, furnitures etc doors and windows within the building including necessary machinery like vaccume cleaner etc cleaning and sweeping the garbage from side apron and surrounding of the building, service roads etc with necessary labour and material viz soap, table duster, soft and hard brooms, duster, mops, buckets, liquid soap, soap cakes, scented liquid, air freshener, urinal cubes, baskets, etc of standard companies with necessary equipment and machineries, tools etc complete, with supervisors to monitor with proper uniform including making arrangement for collecting, lifting, disposing off the garbage, scrap material, all labour, material, machineries required for it etc complete. All Classrooms, All Training Halls and Auditorium, DG set room, all external premises, pump rooms parking areas including fire engine bays, pavements, stilt etc by machinery/manually etc complete.	Sq Mtr / per day

02	Providing all men & material & equipment for cleaning & washing of internal curtain glass as per the direction of the Assistant Director / Asst. Commanding Officer (Trg) complete once in a months	Sq Mtr / per day
03	Providing all men & material & equipment for cleaning & washing of external curtain glass and weather shed (cantilever portion) as per the direction of the Assistant Director / Asst. Commanding Officer (Trg). The rate shall be consider for this item is shall be on job basis for one month. Work shall be executed at least once in a month & whenever required as per instruction of EIC.	Sq Mtr / per day
04	Providing manual cleaning to Common Toilet of Office Components from Ground Floor to Eight Floor by using cleaning materials/agents, Branded chemicals and consumables etc.	Sq Mtr / per day
05	Providing manual cleaning to Toilet of Trainees Residential Components of each room from 1 st floor to 7 th Floor by using cleaning materials/agents, Branded chemicals and consumables etc	Sq Mtr / per day



Annexure – 1 (a)
HOUSEKEEPING

A. COMMON AREA

Sr.No	Location	Activity	Frequency	Method		
1	Passages, Staircases, Dining Room, Reception & Waiting area .	i. Sweeping & Mopping of Floor	Once a Day	Manual using eco friendly chemicals		
		ii. Removal of Garbage, Waste and Unwanted material from entire outside premises	Daily Twice	Manual		
		iii. Scrubbing and Drying of Floor.	Weekly Once	Scrubbing machine and vacuum cleaners		
		iv. Staircase & Railing cleaning	Once a Day	Manual		
		v. Passage lights cleaning	Monthly once	Wet & Dry wiping		
		vi. Washing of Floor.	Weekly Once	Using High pressure water jet machine.		
		viii. Cleaning of Reception desk, Wall frames, Furniture, Table, Chairs etc in common areas.	Daily once	Semi Wet/ Dry wiping		
		ix. Vacuuming of Cushion Chairs, Sofa sets, Wall Frames etc	Weekly once	Using Vacuum Cleaners.		
		x. Fans, Tube lights cleaning in common areas	Monthly Once	Wet & Dry wiping		
		xii. Glass Cleaning	Weekly Once	Glass Cleaning kit		
		xiii. Spraying of Air Freshener at Reception and dining room	Twice a day	Using eco friendly spray.		
		xiv. Lift lobby and lift inside (capsule) cleaning (if any)	Once a day	Semi Wet & Dry wiping & Mopping.		
		xv. Common Toilet Cleaning	Once a day	Daily Manual Cleaning. Weekly once with High pressure water jet.		
		2	Surrounding premises	i. Sweeping of Roads and Open area	Twice a day	Manual
				ii. Removal of Garbage, Waste and Unwanted material from entire premises	Daily Twice	Manual
iii. Railing cleaning	Once a day			Manual		

	iv. Washing of Roads and other concrete area	Weekly once	Using High pressure water jet machine.
	v. Cobwebs cleaning	As required	Using telescopic poles and suitable equipments.
	vi. Lights Cover (Upto man height)	Weekly once	Semi Wet wiping

B. Inside Area for Hostel Rooms & Offices.

Sr.No	Location	Activity	Frequency	Method
1	Inside Office	i. Sweeping & Mopping of Floor	Twice a day	Manual using eco friendly chemicals
		ii. Removal of Garbage, Waste and Unwanted material from rooms	Once a day	Manual
		iii. Scrubbing and Drying of floor.	Weekly once	Scrubbing machine and vacuum cleaners
		iv. Glass Cleaning	Once a day	Glass cleaning kit
		v. Dusting & wiping of Table, Chairs, Telephone, Computers, Water Cooler and other upholstery.	Once a day	Using Suitable eco friendly chemicals and equipments.
		vi. Cleaning of Switch boards.	Weekly once	Dry Wiping
		vii. Vacuuming of Furniture items, upholstery and Window chajjas.	Weekly once	Vacuum Cleaners.
		viii. Tube Lights and Fans	Monthly Once	Semi Wet wiping
		ix. Toilet cleaning	Twice a day	Using eco friendly Toilet cleaning chemicals
		x. Cob web removal	As required	Using telescopic poles and suitable equipments
		xi. Spraying of Room Fresheners	Daily Twice	Using eco friendly spray.

2	Inside hostel Rooms	i. Sweeping & Mopping of Floor	Once a day	Manual using eco friendly chemicals
		ii. Removal of Garbage, Waste and Unwanted material from rooms	Once a day	Manual
		iii. Scrubbing and Drying of floor.	Weekly once	Scrubbing machine and vacuum cleaners
		iv. Glass Cleaning	Weekly once	Glass cleaning kit
		v. Toilet cleaning	Twice a day	Using eco friendly Toilet cleaning chemicals
		vi. Cleaning of Switch boards.	Weekly once	Dry Wiping
		vii. Vacuuming of Furniture items, upholstery and Window chajjas.	Weekly once	Vacuum Cleaners.
		viii. Tube Lights and Fans	Monthly Once	Semi Wet wiping
		ix. Dusting & wiping of Table, Chairs, Telephone, Computers, Water Cooler and other upholstery.	Once a day	Using Suitable eco friendly chemicals and equipments.
		x. Cob web removal	As required	Using telescopic poles and suitable equipments
		xi. Spraying of Room Fresheners	Daily Twice	Using eco friendly spray.

II Scope Of work for Class Rooms and other internal areas.:

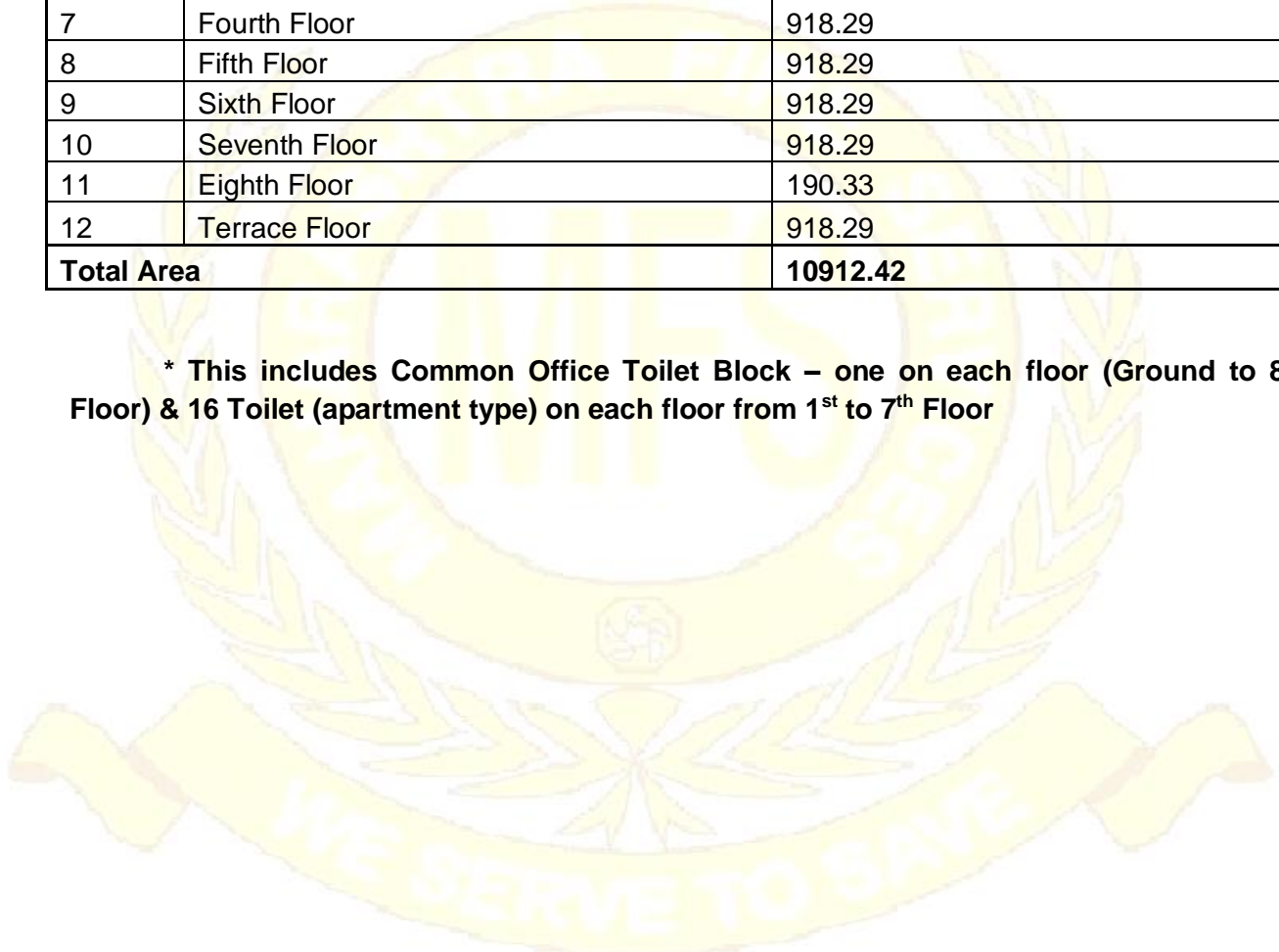
Sr.No	Location	Activity	Frequency	Machines to be Deployed
1	Class Rooms, Other Internal Areas	Damp & dry Mopping, sweeping of Floor	Twice a Day	Manually / wringer trolley
		Scrubbing and drying of Floor	Weekly once	Scrubber Drier Machine.
		Spit stains removal	As required	Manual
		Dry cleaning, stain removing of Benches, Chairs, Cupboards etc.	Twice a week	Using Suitable eco friendly chemicals and equipments.

		Damp or dry Mopping of Black Board	Daily once in the morning	Manually
		Emptying and cleaning of bins.	Once a Day	Manually
		Glass Cleaning	Once a week	Manually, Wringer Trolley / Telescopic Kit
		Cleaning of Fans, Tube lights, Switch Boards.	Monthly once	Manually.
		Cleaning of Window chajjas	Quarterly Once	Manually, Telescopic poles with suitable fittings.
		Cleaning of Terrace	Weekly once	Manually, High Pressure Jet.
		Toilet Cleaning	Twice a Day	Using eco friendly Toilet cleaning chemicals
2	Outside area	Sweeping, Garbage picking	Once a Day	Manually
		Removing of stagnant water	As & when required	Manually

Annexure - 2

*Area Statement of Directorate of Maharashtra Fire Services, on plot bearing CST No. 3182 A (pt) at Kalina ,Vidyanagary, Hans Bugra Marg, Santacruz (E).		
Sr. No.	Floor	Area/m2
1	Net Area of Building Surrounding	2271.44
2	Recreation Ground	564.3
3	Ground Floor	926.26
4	First Floor	532.06
5	Second Floor	918.29
6	Third Floor	918.29
7	Fourth Floor	918.29
8	Fifth Floor	918.29
9	Sixth Floor	918.29
10	Seventh Floor	918.29
11	Eighth Floor	190.33
12	Terrace Floor	918.29
Total Area		10912.42

*** This includes Common Office Toilet Block – one on each floor (Ground to 8th Floor) & 16 Toilet (apartment type) on each floor from 1st to 7th Floor**



Annexure - 3

Details of Bidder

1.	Name of Bidder			
2.	Address			
3.	Telephone- Office / Mobile	(O)	(M)	
4.	Fax			
5.	E-Mail			
6.	Details of Proprietor/partners/Directors			
	Name	Address	Qualification & Experience	
7.	Financial Performance	Turnover	Profit	Copy of Audited Financial statements attached (Yes/No.)
	Previous Financial Year (Y-1) – 2019-20			
	Previous Financial Year (Y-2) – 2020-21			
	Previous Financial Year (Y-3) – 2021-22			
8.	Registration Details			
9.	Certification Details			
10.	Details of Black List & Litigation (If any)			
11.	Remarks			

Signature of authorized Person

Signature of Bidder

Bidder Seal and Signature

Annexure -4

Undertaking of Bidder

(On a ` 100/- Stamp paper)

Having examined the tender document including all the annexure, the receipt of which is hereby duly acknowledge, we, the undersigned , state that the specifications, conditions, etc. of this tender have been carefully studied and understood by me / us before submitting this Tender . I / We hereby declare that I / We have made myself / ourselves thoroughly conversant with the conditions of the tender and I / We have based my / our commercial bid for the Tender and offer to undertake the work / supply / deliver _____ (Description of Work / Goods / Services) in conformity with the said tender documents.

We agree to abide by this tender offer till _____ and shall remain binding upon us and may be accepted at any time before the expiration of that period.

A demand draft No. Dated from the Nationalised / Scheduled Bank at / UTR No. dated in respect of the sum of Rs..... is herewith forwarded representing the Earnest Money. I / We agree that the amount of Earnest Money shall not bear interest and shall be liable to be forfeited to the **Director Maharashtra Fire Services**, should I/we fail to (i) Abide by the stipulation to keep the offer open for the period of 1 year from the date fixed for opening the same and thereafter until it is withdrawal by me / us by the notice in wiring duly addressed to the authority opening the Tender Notice. (ii) Security deposit as specified in the time limit laid down in the Detailed Tender Notice. The amount of earnest money may be adjusted towards the security deposit or refunded to me / us if so desired by me / us in writing, unless the same or any part thereof has been forfeited as aforesaid.

Should this tender be accepted I / we hereby agree to abide by and fulfill all the terms and provisions of the conditions of contract annexed hereto so far as applicable and in default thereof to forfeited and pay to **Director Maharashtra Fire Services** the sum of Money mentioned in the said conditions. If our tender offer is accepted we will deposit the specified amount as security deposit for the due performance of the Contract and during the warranty. I / we undertake to use only the best materials approved by the **Director Maharashtra Fire Services** or his duly authorized representative, before starting the work and to abide by his decision, Until a formal contract is prepared and executed, this tender offer, together with your written acceptance

Bidder Seal and Signature

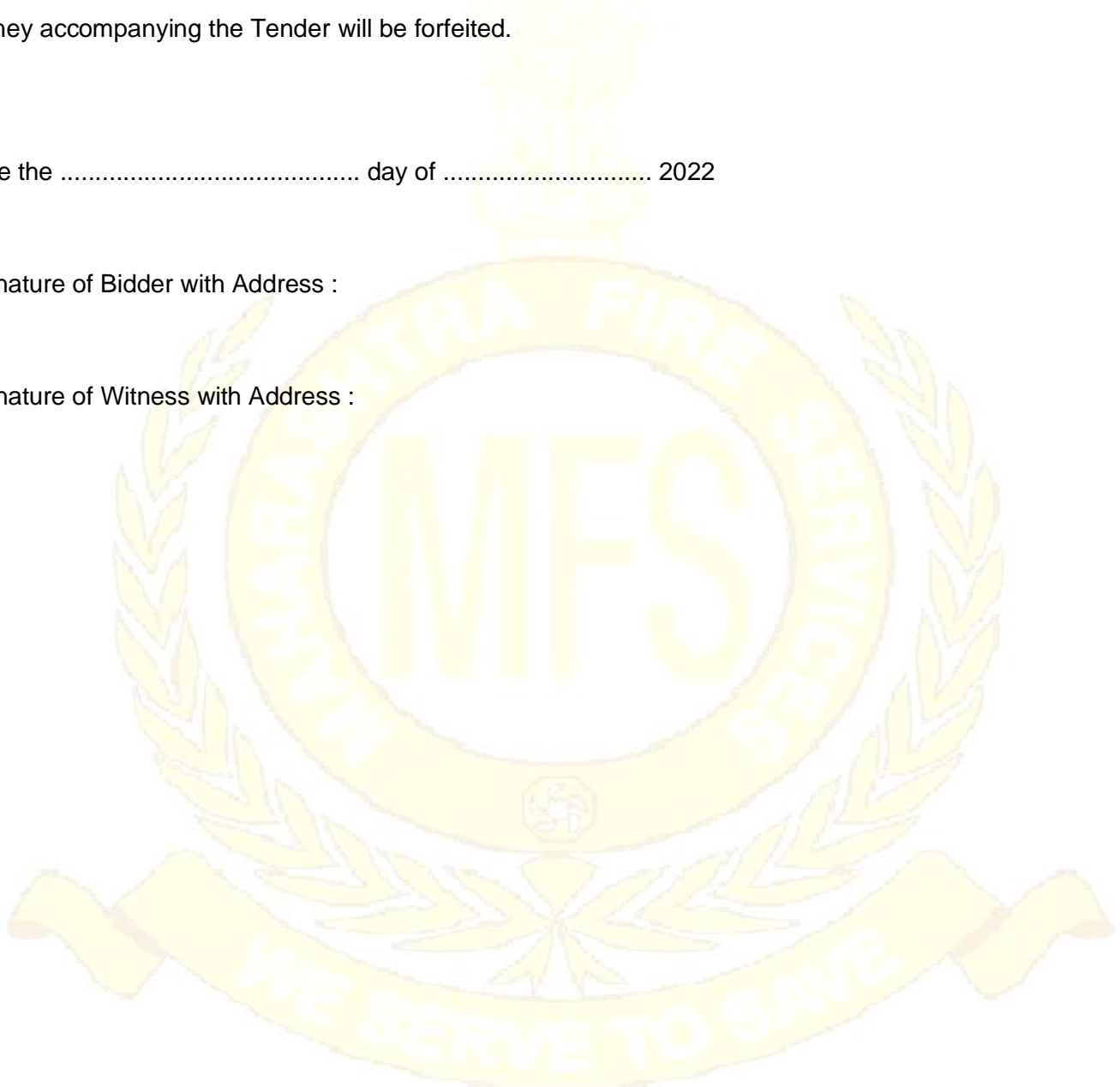
thereof and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any offer you may receive.

The information / documents submitted by us are true to our knowledge and if the information / documents so furnished shall be found to be untrue or false, the Tender shall be liable to be disqualified and our Earnest Money accompanying the Tender will be forfeited.

Date the day of 2022

Signature of Bidder with Address :

Signature of Witness with Address :



Annexure – 5

Affidavit

(On Rs. 100/- Stamp Paper)

I/We hereby solemnly state that we have no partnership with or any share with any Official of **Director Maharashtra Fire Services** in our company and are not associated presently or in the past with any of the office bearers of **Director Maharashtra Fire Services** either directly or indirectly.

We are aware that the above information if found to be untrue or false, we shall be liable to be disqualified and the Earnest Money accompanying the Tender shall stand forfeited to the **Director Maharashtra Fire Services**. We are also aware that if the information produced above is found to be untrue or false during the currency of the Contract, we shall be held to be in default and the Contract, if any awarded to us, shall be terminated with all its concurrence.

Bidder _____

Address _____

Date the _____ day of _____ 2022 Signature of Bidder

Witness _____

Address _____

Date the _____ day of _____ 2022 Signature of Witness

Annexure 6

The Proposed Marking System on the above criteria would be as follows:

Total Marks = 100

Evaluation Criteria		Maximum Marks
A	Organization Related	
A1	Year of Incorporation/Operation of the Lead Member or Sole Bidder	10
i)	3 years - less than 5 years	5
ii)	5 years - less than 7 years	8
iii)	7 years and more than 7 years	10
A2	Organization Status	10
i)	Proprietary firm / Partnership Firm / Association of persons	5
ii)	Pvt. Ltd. Company	8
iii)	Public Limited Company	10
A3	Financial Status of the Company	30
	average annual turnover of 2 Cr. in last 3 financial year ending 2022	
i)	Rs. 2 Cr to less than Rs. 3 Cr	10
ii)	Rs. 3 Cr to less than Rs. 5 Cr	20
iii)	Rs. 5 Cr and above	30

B	Experience	
B1	Cumulative total completed value of 5 single works of Mechanized Housekeeping in last 3 financial years (Experience Certificates / Contract Agreements/ Work Orders to be Provided in Support of the Claims)	30
i)	Cumulative Value less than 2 Cr to 3 Cr	10
ii)	Cumulative Value 3 Cr to 5 Cr	20
iii)	Cumulative Value 5 Cr & above	30
B3	Work Experience in Govt. / Municipal Corporations / PSU's in Maharashtra state (Mechanized Housekeeping Services)	10
i)	Four works experience	6
ii)	Five works experience	8
iii)	Above Five work experience	10
C2	ISO 9001 – 2000 series certification <ul style="list-style-type: none"> • ISO 9001:2008 • OHSAS 18001:2007 • ISO 14001: 2004 	10
i)	If All submitted	10
ii)	If Any Two submitted	9
iii)	If One submitted	8

Note : Those Qualifying 70% and above (70/100 marks) shall be eligible for Financial Bid opening.

FINANCIAL BID - A

For

Name of Work : Housekeeping Service including Mechanized Housekeeping / Facility Management services as per scope mentioned in Tender Document at **Directorate of Maharashtra Fire Services, Maharashtra Fire Services Academy, Hans Bhugra Marg, Kalina, Santacruz (East), Mumbai 400 098.**

A. Name of the Firm: M/s.....
.....

B. Address of the Firm: -
.....

1. We hereby quote the following rates for providing services as per the scope of work mentioned in Annexure I (a) & Annexure 2 of the tender document, for the establishments as mentioned below.

Sr. No.	Particulars	Amount (Rs.) - in Figures
01	Cleaning fully built up area including surrounding premises, stilt & floors at all levels, terrace area, entrance, pavement, parking area, utility and entire open spaces within compound walls of academy on all days including cleaning and sweeping all the areas including cabin, pantries, halls, entrance, staircases, staircases landings, midlandings, all fire escape staircases & their mid-landings, sanitary blocks, cleaning all the table tops, chairs, furnitures etc doors and windows within the building including necessary machinery like vaccume cleaner etc cleaning and sweeping the garbage from side apron and surrounding of the building, service roads etc with necessary labour and material viz soap, table duster, soft and hard brooms, duster, mops, buckets, liquid soap, soap cakes, scented liquid, air freshener, urinal cubes, baskets, etc of standard companies with necessary equipment and machineries, tools etc complete, with supervisors to monitor with proper uniform including making arrangement for collecting, lifting, disposing off the garbage,	

Bidder Seal and Signature

	scrap material, all labour, material, machineries required for it etc complete. All Classrooms, All Training Halls and Auditorium, DG set room, all external premises, pump rooms parking areas including fire engine bays, pavements, stilt etc by machinery/manually etc complets.	
02	Providing all men & material & equipment for cleaning & washing of internal curtain glass as per the direction of the Assistant Director / Asst. Commanding Officer (Trg) complete once in a months	
03	Providing all men & material & equipment for cleaning & washing of external curtain glass and weather shed (cantilever portion) as per the direction of the Assistant Director / Asst. Commanding Officer (Trg). The rate shall be consider for this item is shall be on job basis for one month. Work shall be executed at least once in a month & whenever required as per instruction of EIC.	
04	Providing manual cleaning to Common Toilet of Office Components from Ground Floor to Eight Floor by using cleaning materials/agents, Branded chemicals and consumables etc.	
05	Providing manual cleaning to Toilet of Trainees Residential Components of each room from 1 st floor to 7 th Floor by using cleaning materials/agents, Branded chemicals and consumables etc	

Note :

Inside area means all the built up area of the establishment measured and accepted by Contractor & Establishment In-Charge and Outside area means the open area of the establishment comprising Roads, Parking & other open area.

Bidder will quote for all scope of work for entire premises as mentioned above. Partial Bid will summarily be rejected.

We understand that the rates quoted by us include & indicate the following:-

- a. All staff required for carrying out the above work, this is inclusive of all salaries as per minimum wages, bonuses, ESI, PF etc. & all other taxes & dues payable excluding the Service Tax & educational cess.
- b. All cleaning material, Uniforms, Machines, consumables required to carry out the above work.

Note: The Price Bid should be provided separately in a sealed envelope clearly marked as 'FINANCIAL BID'. Under no circumstances should this be put in 'TECHNICAL BID' Envelope, else his tender will be summarily rejected. - The Tender being a composite tender, will be evaluated on the basis of total cost for all items mentioned in the price schedule.

Date :

Authorized Signature(s) & Seal of the Bidder.

Bidder Seal and Signature