

REAL ESTATE REGULATORY AUTHORITY, PUNJAB

Ground Floor, Punjab Mandi Bhawan, Sector 65, SAS Nagar, Mohali (Pb) - 160062

TENDER NOTICE

Subject: Bid for providing Housekeeping services as well as for provision of Multi-tasking staff in the office of Real Estate Regulatory Authority, Punjab, Sector-18, Chandigarh.

This office requires the services of Housekeeping, and provision of Multi-tasking staff, and invites offers from reputed concerns for undertaking these. The Bidder should be registered with the competent Government authorities, and should have a proven track record of providing quality services in different Central/State Government offices, and/or other reputed organisations.

A bidder may bid for providing both Housekeeping services and provision of Multi-tasking staff; or for any one of these services.

The premises in question is roughly 10,000/- Sq ft. with 4 rooms of senior officers with attached washrooms, 4 Cabins of managers, 1 Conference Hall, Reception Area, 2 common washrooms, one record room, two halls for general staff, staircase, and circulating areas. Intending bidders are strongly advised to visit the premises (Site No.3, Punjab Block, Ist Floor, Madhya Marg, Sector-18, Chandigarh) for assessing the nature and volume of work realistically before submitting their bids.

The successor Bidder would have to execute an Agreement with the Authority, on the terms and conditions of this bid document.

Eligibility Criteria

1. The Bidder must have continuous experience of at least three years in the relevant field of providing Housekeeping Services, and/or Multi-tasking staff on outsourced basis to the Central/State Govt Deptts. /Institutes/Organizations/PSUs/Autonomous Bodies/ Multinational companies and public limited companies etc. Proof of satisfactory service is to be attached.

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2. Only bidders having valid PAN, EPF, ESI, GST registration and holding registration certificate issued by the competent govt. authorities for providing such services, are eligible to submit their quotation. Copies of Valid Registration Certificates/license are to be attached.
3. The Bidder should not be blacklisted or debarred by any Govt. Department. A declaration to this effect is to be signed and attached with the Technical Bid.
4. The bidder should have furnished earnest money deposit of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Banker's Cheque/DD in favour of Real Estate Regulatory Authority, Punjab, payable at Chandigarh, purchased from any Scheduled Bank, along with the Technical Bid document in the separate envelope.

Note: The EMD shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid/ validity of tender period or in case successful bidder fails to sign or accept the contract within the stipulated period. The EMD shall also stand forfeited in the event of pre-mature withdrawal of the tender(s) by any of the bidders.

Format of Bid

5. The bid to be considered complete must be in two parts: a Technical Bid, and a Financial Bid. These 2 bids must be placed in separate envelopes, marked accordingly; with these envelopes then being submitted in a separate envelope superscribed "**Bid for providing Housekeeping services and/or Provision of multi tasking staff for RERA**".
6. The "Technical Bid": This sealed envelope must contain the copies of certificates that would establish the bidder's eligibility; and demonstrate its ability to fulfil the requirements of the bid. The demand draft of earnest money should be placed in the envelope containing the technical bid.

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The “Financial Bid”: This sealed envelope must contain the complete remuneration to be paid by the Authority. It shall not consist of any other documents. No conditions shall be indicated in this bid.

7. The formats for the two bids are enclosed in Annexure 1 to 4 respectively as follows:-

Annexure-1: Technical bid for Housekeeping services.

Annexure-2: Technical bid for Provision of Multi Tasking Staff

Annexure-3: Financial bid for Housekeeping services.

Annexure-4 Financial Bid for Provision of Multi Tasking Staff

The bidder must fill in the relevant Annexure(s).

Evaluation of Bids

8. The technical bids will be evaluated on the following basis:
- i) No. of years the bidder has been in existence, and has experience of providing housekeeping and multi-tasking services in organisations of repute.
 - ii) Turnover in last three financial years preceding the year of invitation of bids i.e, during 2015-16, 2016-17, and 2017-18. At least 50% of this turnover should be from the business of providing Housekeeping services, as well as providing Multi-Tasking staff, or both as the case may be.
 - iii) The nature, type, and profile of the clients of the bidder. Experience with such organisations as Public Limited companies and MNC would be given preference.
9. The Technical Bids will be opened first. Financial bids of only those bidders whose technical bids meet the minimum standard prescribed by the Authority will be opened. Other financial bids will be returned unopened.

❖ **Bids for the two services will be evaluated separately.**

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10. The quotation in the financial bid must be all inclusive in respect of taxes and other statutory liabilities etc., apart from the payment to be made to the successful bidder. Conditional bids, and bids in which the Authority's liability cannot be clearly determined, will be rejected.

Scope of Work for Housekeeping Services.

11. Housekeeping Services means maintenance of the premises and the fixtures and fittings therein, in neat, clean and hygienic order. These services would include, but not be limited to, professional cleaning of the building, rooms, passages, corridor, walls etc; dusting of entire furniture and fittings; and intensive cleaning of toilets to ensure spick-span hygiene and freshness. These services would be carried out daily. In addition, periodic vacuum cleaning of the furniture, fittings, and other nooks and corners would be required.
12. These services should be available for 8 hours a day, 5 days a week. The bidder would ensure that trained staff is available at the premises to ensure the above services are duly performed. The normal office hours of the Authority are from 9:00 a.m. to 5:00 p.m. However, these services may be required during holidays in case of necessity/emergency.

The entire material required for this job would be the responsibility of the Bidder, should be of reputed brands, and will be subject to approval by an officer of the Authority to be nominated by it.

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Scope of service for provision of Multi-Tasking Staff

13. The Authority may also take the services of Multi Tasking Staff through the successful bidder on “**as and when required**” basis and as per qualifications and experience to be determined by the Authority. This staff will be paid the wages as fixed by the Dy. Commissioner, Chandigarh (UT) and they will also be entitled to all the benefits of EPF & ESI etc. as per the prevalent Labour Laws. They will also be properly dressed in uniform with name-plates which will have to be supplied by the successful bidder.

Miscellaneous

14. The persons deployed by the Bidder for the execution of the contract shall be the employees of the Bidder for all intents and purposes and in no case, there shall be any relationship of employee and employer between the said persons and the Real Estate Regulatory Authority, Punjab (hereinafter referred to as RERA) either implicitly or explicitly. The Bidder will ensure that its employees are medically fit and free from any communicable disease. The antecedents of the staff to be provided by the Bidder will be got verified by the Bidder at its own cost and level.
15. The persons so deployed shall be under over all control and supervision of the Bidder and the Bidder shall be liable for payment of their wages & dues, deposit of any amount as per applicable Labour Laws and Regulations and other statutory provisions, and RERA shall be indemnified for any such liability on this account. The price bid of the bidder should be in compliance with the rates prescribed for the relevant category in the current Minimum Wages notification issued by the Deputy Commissioner Chandigarh. No enhancement in rates other than the one prescribed by the UT Administration Chart/Graph will be given during the currency of the contract.

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16. After the award of the contract the Bidder shall furnish Security Deposit @ 5% of the annual contract value either in the shape of FDR or Bank Guarantee, pledged in favour of RERA, Punjab having validity beyond a period of 3 months over and above the date of expiry of the contract.
17. Any dispute during contract period shall be referred to the arbitrator to be nominated by the RERA, Punjab and the decision of the arbitrator will be final & binding on both the parties. Place of Arbitration will be in Chandigarh and the language of Arbitration proceedings shall be in English.
18. Contract of any of the services requisitioned cannot be sublet without the prior written consent of RERA, Punjab.
19. The contract is initially for one year and the same may be extended for another year twice (i.e. up to a period of three years in total) subject to the satisfactory performance of the Bidder.
20. The Bidder shall indemnify against all losses which occurs during the course of the agreement on account of lapse on the part of the Bidder.

Payment

21. After completion of the month, the Bidder shall submit the bill in duplicate for the completed month to the office of the RERA, Punjab, Chandigarh by 3rd of every month for payment. The bill will be paid by the Authority by 7th of every month subject to its correctness. The office of the RERA, Punjab will not be responsible for any payment to be made to the persons deputed by the Bidder. The payments will however be made to the said person by the Bidder regularly. RERA, Punjab shall be indemnified for any such liabilities on this account.

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Last date for submission of quotation by the Bidders, who agree to the above terms and conditions fully, is **04.09.2018** upto **12:30 P.M.**The technical bids will be opened on the same day at 3:00 p.m. in the office of **Secretary, Real Estate Regulatory Authority, Punjab, Ground Floor, Punjab Mandi Bhawan, Sector 65-A, S.A.S Nagar-160062** in the presence of the representative of the parties who wish to be present.

Secretary
Real Estate Regulatory Authority, Punjab

Encls: As above.

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ANNEXURE-I - TECHNICAL BID FOR HOUSEKEEPING SERVICES

(TO BE FILLED UP BY THE TENDERER)

Having read and accepted all terms and conditions in the Tender Document, we submit the details for Housekeeping Services as follows:-

1	Name and address of the registered office of the Bidder/agency.	
2	Name of the owner(s)/Partner (attach Bio-data of all partners).	
3	Telephone Numbers : (i) Residence (ii) Office (iii) Mobile Number (iv) E-mail id	
4	No of years of experience in the Housekeeping Services ❖ <i>Please add certificates in support</i>	
5	Name of the Organizations/offices, where the Bidder is presently providing housekeeping services with the date of duration of such contract ❖ Mention addresses and phone no. ❖ Please add certificates from clients mentioned.	
6	Annual Turnover (2015-16, 2016-17, 2017-18) with details of Turnover relating to Housekeeping Services	

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7	a) Whether the Bidder/agency is registered with the Labour Deptt., Chandigarh (attach copy of Certificate of Registration). b) GST Number (Copy to be attached). c) PAN number (Copy to be attached). d) ESI Registration No (Copy to be attached). e) EPF Registration No (Copy to be attached).	
8	Details of earnest Money Furnished	a) D.D. No : _____ b) Dated _____ : _____ c) For Rs _____ d) Issuing _____ Bank
9	Declaration that the Bidder has not been black listed or debarred by any Government Department.	Enclosed/Not Enclosed

I _____ an authorized signatory of the bidder do hereby declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Signature with Seal

List of Enclosures:-

- 1.
- 2.
- 3.
- 4.

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ANNEXURE-II - TECHNICAL BID FOR MULTI TASKING STAFF SERVICES

(TO BE FILLED UP BY THE TENDERER)

Having read and accepted all terms and conditions in the Tender Document, we submit the details for Multi Tasking Staff Services as follows:-

1	Name and address of the registered office of the Bidder/agency.	
2	Name of the owner(s)/Partner (attach Bio-data of all partners).	
3	Telephone Numbers : (v) Residence (vi) Office (vii) Mobile Number (viii) E-mail id	
4	No of years of experience in the Multi Tasking Staff Services ❖ <i>Please add certificates in support</i>	
5	Name of the Organizations/offices, where the Bidder is presently providing Multi Tasking Staff services with the date of duration of such contract ❖ Mention addresses and phone no. ❖ Please add certificates from clients mentioned.	
6	Annual Turnover (2015-16, 2016-17, 2017-18) with details of Turnover relating to Multi Tasking Staff Services	

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7	f) Whether the Bidder/agency is registered with the Labour Deptt., Chandigarh (attach copy of Certificate of Registration). g) GST Number (Copy to be attached). h) PAN number (Copy to be attached). i) ESI Registration No (Copy to be attached). j) EPF Registration No (Copy to be attached).	
8	Details of earnest Money Furnished	e) D.D. No : _____ f) Dated _____ : _____ g) For Rs _____ h) Issuing _____ Bank
9	Declaration that the Bidder has not been black listed or debarred by any Government Department.	Enclosed/Not Enclosed

I _____ an authorized signatory of the bidder do hereby declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Signature with Seal

List of Enclosures:-

- 1.
- 2.
- 3.
- 4.

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ANNEXURE-III-PRICE BID FOR HOUSEKEEPING SERVICES

(TO BE FILLED UP BY THE TENDERER)

I have physically inspected the premises of Real Estate Regulatory Authority; Punjab located in Plot No.3, Sector-18, Madhya Marg, Chandigarh and understand the volume of work. Having read and accepted all terms and conditions in the Tender Document, we submit the monthly rates for Housekeeping Services as follows:-

1.	Total Monthly Rate	
2	Break Up of above	
	(i) Manpower Costs (For staff proposed to be deployed at site)	
	(ii) Material Costs (For material/equipment proposed to be deployed at site)	
	(iii) Statutory Liabilities Such as taxes etc.	
	(iv) Service Charge	
	(v) Others (If any)	

- ❖ **Note:** The total of Point 2 should be same as the figure quoted at Point 1 above.

Signature of the Authorized Representative with Seal

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ANNEXURE-IV - PRICE BID FOR MULTI TASKING STAFF SERVICES

(TO BE FILLED UP BY THE TENDERER)

Having read and accepted all terms and conditions in the Tender Document, we submit the monthly rates for Multi Tasking Staff Services as follows:-

1.	Total Monthly Rate	
2	Break Up	
	(I) Manpower Costs (For staff proposed to be deployed at site)	
	(II) Statutory Liabilities Such as taxes etc.	
	(III) Service Charge	
	(IV) Others (If any)	

- ❖ **Note:** The total of Point 2 should be same as the figure quoted at Point 1 above.

Signature of the Authorized Representative with Seal