



भारत सरकार / GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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आई थिंक टेक्नो कैंपस/ I-Think Techno Campus
कांजूर मार्ग (पूर्व)/Kanjur Marg (East)
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No.15-Admn (1)/2015

Dated: 06.02.2015

Subject :- Quotation for Contract of Cosmetic Maintenance, General Up-keeping and electrical work of Directorate General of Shipping, Mumbai.

The Directorate General of Shipping (DGS) hereby invites quotations for the work of Cosmetic Maintenance, General up-keep & electrical work of new office premises of Directorate General of Shipping (DGS) at 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai and LRIT & DG Com centre at 3rd floor, Nau Bhavan, Ballard Estate Mumbai for a period of one year.

The scope of work for maintenance and general up keep is elaborated at **annexure-I** and for electrical work at **annexure -II**.

For the work elaborated in annexure I, the contractor will deploy nine (9) personnel, including eight (8) housekeeping personnel and one (01) supervisor. For the work elaborated in annexure-II, a full time electrician will be deployed by the contractor.

The terms and conditions for the same are as under:

1. The contractor will have to provide the services strictly as elaborated in **annexure-I & II**.
2. The contract shall be terminated at any time, in case, the services are not found satisfactory.
3. The payment will be made on monthly basis only on satisfactory performance of the work.

...2/-

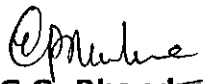
4. The bidders may quote consolidated rates for the period of one year.
5. The financial bid must be in a separate sealed envelope, failing which the bid stand disqualify.
6. In case of breakdown of vacuum cleaners or floor polishing machines, up-keeping work shall be carried out manually without any extra cost.
7. The bid should be accompanied with the following, failing which the same would be treated as disqualified:
 - (a) Certificate of Registration with Regional labour Commissioner.
 - (b) Provident Fund Registration A/c. Number.
 - (c) ESIC Certificate Registration Number.
 - (d) A copy of PAN Number.
 - (e) Details of ownership of the company/firm.
 - (f) Service tax registration.
8. The bidder must have an annual turnover of Rs.60 lakhs or more for last two years. The profit and loss account, along with the return of income for last two years should be submitted along with.
9. The bidder may also submit the details of similar work done in the past with the certificate of satisfactory performance.
10. The successful bidder will have to submit an interest free performance security deposit of Rs. 50,000/- (Rupees Fifty Thousand Only) with the DGS, which will be refundable after completion of contract. The security deposit shall be arranged to be refunded to the contractor after three months on the successful completion of the contract period (including the extended period, if any) and upon the contractor furnishing an undertaking on a non-judicial Stamp Paper of Rs.100/- that the he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the D GS against any claim that might be lodged by the workers against the contractor, whether in the Industrial / Labour Tribunal or with the office of the Commissioner of Labour. In the event of any breach or violation of the terms and conditions of this contract, the Security Deposit paid by the contractor shall stand forfeited either in part or full at the sole discretion of the Directorate.

...3/-

11. Earnest Money Deposit (EMD) of Rs.25,000/- as a bid security in favour of Directorate General of Shipping, Mumbai in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the commercial banks. The bid security will remain valid for a period of 45 days and bid securities of the unsuccessful bidders will be returned on or before the 30th day after the award of the contract.
12. The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs.100/-.
13. The successful bidder would submit an undertaking that he will not deploy personnel below 18 years of age.

The parties interested to undertake the contract may submit a sealed quotation to the office with words "**Quotation for Cosmetic Maintenance, General Up-keeping Work and electrical work**" on the envelope, addressed to the undersigned (along-with type of the quality of the work) so as to reach the same to this office on or before **20.02.2015 by 1700 hrs.** The indenting bidders can inspect the premises before submitting the bids.

The quotation received after the date shall not be accepted and quotation received shall be opened on **23.02.2015 at 1500 hrs.** in the presence of the bidders present.


(S.G. Bhandare)
Dy. Director General of Shipping

To,
Computer cell for up load of our DGS website.

Annexure-I

The company has provide 8 housekeeping personnel and a supervisor to new office premises of Directorate General of Shipping (DGS) at 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai and LRIT & DG Com centre at 3rd floor, Nau Bhavan, Ballard Estate, Mumbai. The work to be carried out is as under:

(C) Daily Work:

1. Up keeping of all the cabins, work stations, record rooms, lobbies, conference rooms, training halls, dining room along with walls , flooring, doors, windows, including grills, louvered, ventilators (internally) etc.
2. Disposal of the garbage outside the premises at BMC bins.
3. Up keeping of columns, pillars, floor areas of the building.
4. Cleaning of carpets with vacuum cleaner.
5. In case of breakdown of vacuum cleaners or floor polishing machines, up-keeping work shall be carried out manually without any extra cost.
6. Cleaning of furniture such as tables, chairs, sofas, cabinets, racks, cupboards, partitions, paneling flowers / plant stands(if any), name boards, railing, pictures / paintings frames, stools, table fans, table lamps, fittings and fixtures, door mats , Venetian blinds etc.
7. Up keeping of sanitary fittings and fixtures such as exhaust fans, wash basins, WCs, urinals, granite partition, WC seats, taps, cisterns, mirrors, soap containers, toilet paper stands, towel rods, pipelines, bottle traps, toilets requisites racks in the toilets etc. Thorough washing followed by drying of glazed tiles in wash places/toilets, on floors area and side walls, plastic / buckets and mugs etc.
8. Up-keeping of metal fixtures and fittings such as springs, handles, frames, hooks and hinges with cleansing agents.
9. Up-keeping glass panes with cleansing agent both from inside and outside.

(D) Monthly Cosmetic Maintenance and General Upkeep

1. Applying and polishing of decorative fixtures of any wooden / cleaning of laminated panels etc, with approved cleaning agents.
2. Shampooing of carpets.

...2/-

3. Cleaning sofas/ carpets/chairs upholstered with wet servicing after process every two months.

The consumable items such as brushes, cleaning agents, naphthalene balls (including colored naphthalene balls), polishing agents, liquid soap, brooms, brushes, mops, toilet roll, scrubs, napkin paper and any other item required for the above work should be of good quality and will be provided by the contractor.

Security Deposit:

The company has to submit Security Deposit an amount of Rs.50,000/- (Rupees Fifty Thousand Only) in favour of Directorate General of Shipping, Mumbai. The security deposit shall not bear any interest and same will be refunded at the time of completion/termination of the contract, subject to the terms and conditions of the contract.

Annexure-II

The company provide electrician as given below only at new office premises of Directorate General of Shipping (DGS) at 9th floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai. The work to be carried out is as under:

The contractor will be responsible for maintenance & repair of all the electrical equipments/ fitting like Tube lights, bulbs, electrical wiring, Air conditioning (Split and centralized ACs), UPS, switches, plugs etc. within the premises.

1. The contractor should station a full time electrician in this office to carry out the maintenance and repairing of electrical equipments/fitting.
2. The electrician would be present in the office premises from 9.00 AM to 6.30 PM from Monday to Friday. In case of an emergency, if called, he should also be available after office hours and also on Saturdays/Sundays/Holidays. In event of the absence of the stationed electrician, the contractor will immediately provide a replacement.
3. Any delay in attending to the duties without any justifiable cause would lead to deduction of proportionate service charges.
4. In absence of electrician, the DGS reserves an option to avail the services from other electricians from the market and recover such cost from bill/security deposit of the contractor.
