



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

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बेटा बिल्डिंग, 9वीं मंजिल / Beta Building, 9th floor  
आई थिंक टेक्नो कैंपस / I-Think Techno Campus  
कांजूर मार्ग (पूर्व) / Kanjur Marg (East)  
मुंबई / MUMBAI-400 042

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No.15-Admn (1)/2016

Dated: 04.10.2016

**CORRIGENDUM**

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

Kindly refer to this office letter of even number dated 15.9.2016 on the above subject.

It is stated that the date of opening of the quotations may be read as 06.10.2016 at 1200 hrs in lieu of 30.09.2016 by 1300 hrs

(Surendra Kumar)  
Asstt. Director General of Shipping

Copy to:-

1. As per the list
2. Computer cell with a request to upload the tender on DGS website.
3. Copy for CPP( e-publishing)



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No.15-Admn (1)/2016

Dated: 15.09.2016

**Subject :- Quotation invited 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 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 extendable upto another one year.

The scope of work for maintenance, general up-keep and **conditions of contract** are 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 Seven (7) housekeeping personnel and one (01) supervisor. For the work elaborated in annexure-II, a full time electrician will be deployed by the contractor. The contractor will have to provide the services strictly as elaborated in annexure-I & II. The contract shall be terminated at any time, in case, the services are not found satisfactory. The payment will be made on monthly basis only on satisfactory performance of the work.

**Instruction to bidders:**

1. The bidders may quote consolidated rates for the period of one year.

2. The Technical bid and the financial bid must be submitted in two separate sealed envelopes, and should be placed in a bigger envelop with the words, "**Quotation for Cosmetic Maintenance, General Up-keeping Work and electrical work**" failing which the bid stand disqualify.
3. The **Technical 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.
  - (g) The bidder must have an annual turnover of Rs.20 lakhs or more for the FY 2013-14 & 2014-15. The profit and loss account, along with the Income Tax Returns for the FY 2013-14 & 2014-15 should be submitted.
  - (h) The certificate/s of satisfactory performance of similar work from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2013-14 & 2014-15.
  - (i) 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.  
(Format for model Bank Guarantee enclosed)

#### 4. The Financial bid :

The Financial bid should be submitted in a separate, sealed envelope, failing which the bid would be treated as invalid. Financial bid must contain the rate per person

deployed [which should be in compliance with the minimum wages prescribed, by the Ministry of Labour & Employment, Govt from time to time. (At present basic wages plus VDA is **Rs 9568/- per month** for employment of sweeping & cleaning services, and **Rs 10,582/- per month** for employment of supervisor / electrician w.e.f April 1, 2016 to September 30, 2016, as at **Annexure IV**), and the bidder should submit a certificate in this regard and material charges, as per specimen in **Annexure-III (2 pages)**).


5. The successful bidder will have to submit an interest free Bank Guarantee as **performance security of an amount equivalent to 10% of the contracted work** with the DGS, which will be refundable after completion of contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The security deposit shall be arranged to be refunded to the contractor 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 he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the DGS 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. **(Format for model Bank Guarantee enclosed)**

6. The successful bidder will have to enter into an agreement with DGS on a non judicial stamp paper of Rs.100/-.

7. The successful bidder would submit an undertaking that he will not deploy personnel below 18 years of age.

8. 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, so as to reach the same to this office on or before 30.09.2016 by 1300 hrs. The indenting bidders can inspect the premises before submitting the bids. The quotation received after the date shall not be accepted. The bids will be opened on 30.09.2016 at 1500 hrs. in the office of the Directorate General of Shipping, Kanjur Marg, Mumbai. The financial bid of only those firms will be opened which meets the eligibility conditions in technical bids. The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate.

9. The interested firms who have submitted quotations may present themselves or through their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.

  
(Surendra Kumar)  
Asstt. Director General of Shipping

To,

1. As per the list
2. Computer cell with a request to upload the tender on DGS website.
3. Copy for CPP ( e-tender)

**Annexure-I****The terms and conditions of contract :**

The company has to provide **7[seven] housekeeping personnel and 1[one] supervisor** to the office premises of Directorate General of Shipping (DGS) at 9<sup>th</sup> floor, Beta Building, I-Think Techno Campus, Kanjurmarg (East), Mumbai and LRIT & DG Com centre at 3<sup>rd</sup> floor, Nau Bhavan, Ballard Estate, Mumbai. The work to be carried out as per the following **Schedule of requirements**, as under:

**(A) 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. Up keeping of records / files including their movement, and 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.

10. In case of breakdown of vacuum cleaners or floor polishing machines, up-keeping work shall be carried out manually without any extra cost.

**(B) 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.
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.

**(C) Penalty Clause:** In case of non-compliance of the terms and conditions of contract, a penalty may be levied by DGS. The penalty for some of the defaults is as under. Any delay in attending to the duties without any justifiable cause would lead to deduction of proportionate service charges.

Sr. No	Name of Default	Penalty Rs.
01	Late Reporting	75% of proportionate contract charges per day
02	Non-reporting	150% of proportionate contract charges per day
03	Poor Maintenance of office premises	Rs. 5000/- per month
04	Refusal of duties	100% of proportionate contract charges per day
05	Change of personnel without permissions	Rs.200/- per instance
06	Premises kept unclean	50% of proportionate contract charges per day
07	Non observation of dress code	Rs. 100/- per instance

\*\*\*\*

**Annexure-II****The terms and conditions of contract :**

The company to provide 1[one] **Electrician** as given below, at 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 as per the following Schedule of requirements, as under:

1. 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.

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. **Penalty Clause:** 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.

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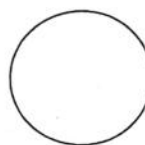
Annexure-III (page 1)

Date : \_\_\_\_\_

**PRICE SCHEDULE /BID**

Sr. No.	Category	Cost per month per person	Total manpower required	Total cost per month	Total cost per annum
1.	Housekeeping staff		7		
2.	Housekeeping supervisor		1		
3.	Electrician		1		
4.	Cost of cleaning material	--	--		
Total					
Service tax					
Grant total					

This is to certify that the above wages are in compliance with the minimum wages prescribed by the Ministry of Labour & Employment, GoI from time to time.



\_\_\_\_\_  
[Name, Signature and seal of the proprietor]

**Annexure-III (page 2)**

<b><u>Elements of Pay</u></b>	<b>Housekeeping personnel</b>	<b>Supervisor</b>	<b>Electrician</b>
BASIC			
VDA			
Other allowances			
<b>TOTAL BASIC + ALLOWANCES (A)</b>			
<b><u>DEDUCTIONS</u></b>			
PROVIDENT FUND- @ 12% on Basic +DA			
ESIC @ 1.75%			
Any other deduction[s]			
Professional Tax			
<b>TOTAL DEDUCTIONS (B)</b>			
<b>TAKE HOME PAY (A-B)</b>			
<b><u>CONTRIBUTIONS OF EMPLOYERS</u></b>			
PROVIDENT FUND @ 13.36% on Basic + DA			
ESIC @ 4.75% (on total salary except washing)			
Bonus			
Any other contribution[s]			
<b>TOTAL CONTRIBUTION ( C )</b>			
<b>TOTAL (A+C)</b>			
Service Charge			
<b>Total</b>			
Service Tax @14.5%			
<b>Grand Total</b>			

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**Name , signature & Seal of the proprietor**

भारत सरकार / GOVERNMENT OF INDIA  
 श्रम एवं रोजगार मंत्रालय / MINISTRY OF LABOUR & EMPLOYMENT  
 उप मुख्य श्रम आयुक्त (केन्द्रीय) के कार्यालय  
 OFFICE OF THE DEPUTY CHIEF LABOUR COMMISSIONER (CENTRAL),  
 "श्रम रक्षा भवन" / "SHRAM RAKSHA BHAVAN, शिवसृष्टि रोड, SHIV SHRUSHTI ROAD,  
 पूर्वी एक्सप्रेस राजमार्ग / EASTERN EXPRESS HIGHWAY,  
 सायन (पूर्व), SION (EAST),  
 मुंबई - 400 022 / MUMBAI - 400 022.

No.B-27(1)/2015-E.1

Date: 06.04.2016

Sub:- Revised rates of minimum wages for various scheduled employment in Central Sphere estt.

- (i) The minimum rates of wages per day for employees employed in various mines for the Period from 01.04.2016 to 30.09.2016 [Notification no.S.O.1286 (E) dated 20.5.2009]

Category of workers	Rates of wages including V.d.A.(in Rs.) per day	
	For work above ground	For work below ground
Unskilled	120.00 + 126.00 = 246.00	150.00 + 157.00 = 307.00
Semi skilled/unskilled/Supervisory	150.00 + 157.00 = 307.00	180.00 + 188.00 = 368.00
Skilled/clerical	180.00 + 188.00 = 368.00	210.00 + 219.00 = 429.00
Highly skilled	211.00 + 219.00 = 429.00	240.00 + 247.00 = 487.00

- (ii) Minimum rates of wages including the basic pay and dearness allowances payable with effect from 01.04.2016 to 30.09.2016 for the workers engaged in stone breaking and stone crushing- [Notification no.S.O.278(E) dated 3.3.2006]

Category	Rates of wages + VDA = Total
(iii) Excavation & removal of over burden with 50 meters lead/1.5 meters lift	
(vii) Soft soil	103.53 + 143.00 = 247.00
(viii) Soft soil with rock	152.78 + 215.00 = 373.00
(ix) Rock	208.09 + 285.00 = 494.00
2. Removal and stacking of rejected stones with 50 meters lead 1.5. meters lift	82.44 + 116.00 = 199.00
3. Stone breaking and stone crushing for the stone size of:	
(ix) 1.0 inch to 1.5 inches	646.44 + 881.00 = 1528.00
(x) Above 1.5 inches to 3.0 inches	552.12 + 754.00 = 1307.00
(xi) Above 3.0 inches to 5.0 inches	322.69 + 442.00 = 765.00
(xii) Above 5.0	264.49 + 363.00 = 628.00

- (4) The workers employed on minimum guaranteed time rate of wages per day would be entitled to time rate of minimum wages plus special allowance, if any, for unskilled category of above ground workers revised from time to time by the central Government in respect of scheduled employment in stone mines.

- (iii) Minimum rates of wages including the basic rates and variable dearness allowances payable w.e.f. 01.04.2016 to 30.09.2016 to the employees working in Agriculture will be as under: (Notification No.1520 (E) dated 20.10.2005)

Category of workers	Rates of wages including VDA Area wise		
	A	B	C
Unskilled	114.00 + 120.00 = 234.00	104.00 + 109.00 = 213.00	102.00 + 109.00 = 211.00
Semi skilled/unskilled-supervisory	125.00 + 131.00 = 256.00	116.00 + 120.00 = 236.00	107.00 + 109.00 = 216.00
Skilled/Clerical	137.00 + 141.00 = 278.00	125.00 + 131.00 = 256.00	115.00 + 120.00 = 235.00
Highly skilled	153.00 + 155.00 = 308.00	141.00 + 145.00 = 286.00	125.00 + 131.00 = 256.00

- (iv) Minimum rates of wages per day for employees employed in loading and unloading in  
 (i) Good-sheds, parcel offices of Railways (ii) Other Goodsheds, Godowns, Warehouse etc. and  
 (iii) Docks and ports would be as under w. e. f. 01.04.2016 to 30.09.2016. (Notification No.S.O.1284(E) dated 20.5.2009)

Area	Rates of wages plus VDA per day		
	Basic wages (Rs)	+ VDA (Rs)	= Total (Rs)
'A'	180.00	+ 188.00	= 368.00
'B'	150.00	+ 157.00	= 307.00
'C'	120.00	+ 126.00	= 246.00

- (v) Minimum rates of wages showing the basic rates and variable dearness allowances payable w.e.f. 01.04.2016 to 30.09.2016 to the employees "EMPLOYMENT OF SWEEPING AND CLEANING EXCLUDING ACTIVITIES PROHIBITED UNDER THE EMPLOYMENT OF MANUAL SCAVENGERS AND CONSTRUCTION OF DRY LATRINES (PROHIBITION) ACT, 1933" would be as under: (Notification No.S.O.1994(E) dated 7.8.2008)

Area	Rates of wages plus VDA per day		
	Basic wages (Rs)	+ VDA (Rs)	= Total (Rs)
'A'	180.00	+ 188.00	= 368.00
'B'	150.00	+ 157.00	= 307.00
'C'	120.00	+ 126.00	= 246.00

- (vi) Minimum rates of wages showing the basic rates and variable dearness allowance payable w.e.f. 01.04.2016 to 30.09.2016 to the workers engaged in WATCH AND WARD (without arm) would be as under: (Notification No.S.O.2288(E) dated 18.9.2012)

Area	Rates of wages plus VDA per day		
	Basic wages (Rs)	+ VDA (Rs)	= Total (Rs)
'A'	200.00	+ 207.00	= 407.00
'B'	170.00	+ 177.00	= 347.00
'C'	140.00	+ 148.00	= 288.00

- (vii) Minimum rate of wages showing the basic rates and variable dearness allowance payable w.e.f. 01.04.2016 to 30.09.2016 to the workers engaged in WATCH AND WARD (with arm) would be as under:

Area	Rates of wages plus VDA per day		
	Basic wages (Rs)	+ VDA (Rs)	= Total (Rs)
'A'	220.00	+ 228.00	= 448.00
'B'	200.00	+ 207.00	= 407.00
'C'	170.00	+ 177.00	= 347.00

- (viii) Minimum rates of wages per day for the construction or maintenance of roads, runways or in building operations including laying down underground electric wireless, radio, televisions, telephone, telegraph and overseas communication cables and similar other underground cabling work, electric lines, water supply lines and sewerage pipe lines from 01.04.2016 to 30.09.2016 [Notfn.No.1285(E) dated 20.5.2009]

(viii)(a) --CENTRAL GOVERNMENT RATES PER DAY W.E.F. 01.04.2016 to 30.09.2016 (\*\*)

Category of workers	Rates of wages including V.D.A. per day (in rupees)		
	Zone A	Zone B	Zone C
Unskilled	180.00+188.00=368.00	150.00+157.00=307.00	120.00+126.00=246.00
Semi skilled/unskilled/supervisory	200.00+207.00=407.00	170.00+177.00=347.00	140.00+148.00=288.00
Skilled/clerical	220.00+228.00=448.00	200.00+207.00=407.00	170.00+177.00=347.00
Highly skilled	240.00+247.00=487.00	220.00+228.00=448.00	200.00+207.00=407.00

(viii)(b) --STATE GOVERNMENT RATES PER MONTH W.E.F. 1.01.2016 to 30.06.2016 (\*\*)

Category of workers	Rates of wages including V.D.A. per day		
	Zone A	Zone B	Zone C
Skilled (Basic + Spl. allow.)	Rs.10100.00 + Rs.3124.00 = Total - Rs.13224.00	Rs.9700.00 + Rs.3124.00 = Total - Rs.12824.00	Rs.9300.00 + Rs.3124.00 = Total - Rs.12424.00
Semi skilled (Basic + Spl. allow.)	Rs.9400.00 + Rs.3124.00 = Total - Rs.12524.00	Rs.9000.00 + Rs.3124.00 = Total - Rs.12124.00	Rs.8600.00 + Rs.3124.00 = Total - Rs.11724.00
Un-skilled (Basic + Spl. allow.)	Rs.8900.00 + Rs.3124.00 = Total - Rs.12024.00	Rs.8500.00 + Rs.3124.00 = Total - Rs.11624.00	Rs.8100.00 + Rs.3124.00 = Total - Rs.11224.00

Note- Where both Central and State Govt. has fixed the minimum rates of wages, the rates of wages whichever is higher will be applicable.

(\*\*) Explanation- The minimum rates of daily wages payable to an employee employed on daily wages shall be computed by dividing the minimum rates of monthly wages fixed for the class of employees to which he belongs by the number of 26 days, the quotient being stepped up to nearest paise.

To  
The all Employees Trade Unions and  
All field officers in Mumbai Region  
Copy to Notice Board for all concerned.

Dy. Chief Labour Commissioner  
(Central), Mumbai.

## MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas .....  
 (hereinafter called the "tenderer")  
 has submitted their offer dated .....  
 for the supply of .....  
 (hereinafter called the "tender")  
 against the purchaser's tender enquiry No. ....  
 KNOW ALL MEN by these presents that WE .....  
 of ..... having our registered office at  
 ..... are bound unto .....  
 (hereinafter called the "Purchaser")  
 in the sum of .....  
 for which payment will and truly to be made to the said Purchaser, the Bank  
 binds itself, its successors and assigns by these presents. Sealed with the  
 Common Seal of the said Bank this..... day of .....20.....

## THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
 (Signature of the authorized officer of the Bank)

.....  
 Name and designation of the officer

.....  
 Seal, name & address of the Bank and address of the Branch

## MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To  
The President of India

WHEREAS .....  
(name and address of the supplier) (hereinafter called "the supplier") has  
undertaken, in pursuance of contract no. .... dated .....  
to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that  
the supplier shall furnish you with a bank guarantee by a scheduled  
commercial recognized by you for the sum specified therein as security for  
compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank  
guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and  
responsible to you, on behalf of the supplier, up to a total of .....  
..... (amount of the guarantee in  
words and figures), and we undertake to pay you, upon your first written  
demand declaring the supplier to be in default under the contract and without  
cavil or argument, any sum or sums within the limits of (amount of guarantee)  
as aforesaid, without your needing to prove or to show grounds or reasons for  
your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the  
supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of  
the terms of the contract to be performed thereunder or of any of the contract  
documents which may be made between you and the supplier shall in any way  
release us from any liability under this guarantee and we hereby waive notice  
of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch