

No. 2055/A1/RAY/TOURISM/OUTSOURCING/2019-20  
GOVERNMENT OF PUDUCHERRY  
OFFICE OF THE REGIONAL ADMINISTRATOR

Yanam, dt., the 13.09 2019

**NOTICE INVITING e-TENDER (Re-Tender)**

1. Tender for the Service of : e-Tenders are invited from the reputed  
: firms/Agencies registered in Puducherry for  
: providing House Keeping & allied  
: Services and Security Guards in Govt.Tourist  
: Homes (Old and New Guest House), Govt.  
: Street, Yanam
2. Tender Fee : Nil
3. Earnest Money Deposit : Rs. 10,000/- (Ten Thousands only)
4. This Tender Notice Contains : 08 Pages
5. Period service : 02 years from the date of commencement of  
: the Contract
6. Inviting Officer : The Regional Administrator,  
: Govt. Street, Yanam

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GOVERNMENT OF PUDUCHERRY  
OFFICE OF THE REGIONAL ADMINISTRATOR

Yanam, dt., the 13.09.2019

**e-Tender Notice(Re-Tender)**

**NOTICE INVITING e-TENDER FOR ENGAGEMENT OF AGENCY/FIRM FOR PROVIDING HOUSE KEEPING & ALLIED SERVICES AND SECURITY GUARDS IN GOVT. TOURIST HOMES (OLD AND NEW GUEST HOUSE), GOVT. STREET, YANAM**

e- Tenders are invited from the reputed agencies/firms registered in the Puducherry for providing House Keeping & Allied Services and Security Guards in Govt. Tourist Homes (Old and New Guest House), Yanam for a period of two years from the commencement of Contract after issue of work order as per the terms and conditions mentioned in the tender.

2. The Govt. Tourist Home, Yanam (Old and New Guest House) is functioning at Govt. Street, Yanam. The said Guest Houses at Yanam has Old (Two floors) and New (three Floors), in which 18 rooms are available. It has been proposed to outsource the following works for a period of 02 years.

Sl. No.	Particulars of Staff/Personnel	Nature of Duties	No. of Personnel
1	Room Attendant (04 persons per shift) 02 shifts per day 01-shift = 6 AM to 2 PM 02-shift =2 PM to10 PM (should be able to understand English)	To clean all rooms including bath rooms and corridors of each floor. To clean the Reception, Office, Car Parking area, terrace and other area. To change and maintain the Linen materials in the rooms. To attend to the Guests, on call.	08 Nos. (04 Male and 04 Female)
2	Gardner (Should be able to understand English)	To garden the Plants in the premises	01 No.
3	Watchman (Should be able to understand English)	Watch and ward duty	03 Nos. (01 person for shift for 03 shifts)

## **e-TENDER CONTAINING FOLLOWING TERMS & CONDITIONS**

### **1. GENERAL CONDITIONS :**

The bidders shall submit their bids online digitally signing on all the documents uploaded by him and the bidder shall be responsible for their correctness and authenticity as per K.T. act., using Digital Signature Certificate.

The undersigned reserves the right to reject any or all tenders without assigning any reason. He or any other officer authorized by him also reserves the right to accept or reject any tender in whole or in part.

The rate quoted should clearly be indicated as i) Basic amount (should not be lower than the minimum wages fixed by the Labour Department of the State) ii) EPF iii) ESI and iv) GST.

No revision of terms or increase in rates will be allowed during the consideration of this tender.

The undersigned is not bound to accept the lowest quotation.

The particulars of tenderer's organization should be provided in the bid as per Bid document.

Before quoting the rate, the intending tenders shall visit the Govt. Tourist Homes, Govt. Street, Yanam to take stock of the scope of work to be carried out. The Clarifications, if any, shall be had from the Tourism Unit, O/o the Regional Administrator, Yanam

The bidders shall submit the bids online through the e-procurement portal – <https://pudutenders.gov.in> using Digital Signature Certificate.

Conditional offers, offers not conforming to the terms and conditions and the bids not submitted in the prescribed format will be rejected.

DPF and ESI to be recovered from the engaged workers and the challan to be submitted to the Tourism Unit, O/o the Regional Administrator, Yanam every month.

Canvassing directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the agencies/firms who resort to canvassing will be rejected.

The Tenderer shall submit their bids only if they agree to all the terms and conditions specified above. Tenders are to be submitted through e-procurement portal at <https://pudutenders.gov.in> . Tenders submitted in any other form will not be accepted.

The NIT (Notice Inviting Tender) shall form part of contract/agreement document. The Department will not be responsible for any failure, malfunction or breakdown of electronic systems used during the e-procurement process.

The Character and antecedents of the personnel to be deployed should be screened before employment and 'No objection Certificate' has to be obtained from Police Department, Yanam

The Agency shall submit monthly bill for the service rendered during the preceding month on the 1<sup>st</sup> working day of the following month. The Government shall make payment on 15<sup>th</sup> of that month after verification of bill details, by crossed cheque/DD drawn in favour of the Agency after deducting income Tax and other applicable taxes fixed by the Government from time to time.

The Personnel deployed by the Agency for work shall be the employees of the agency for all intents and purposes and in no case shall a relationship of employee between the said personnel and the Puducherry Government shall accrue implicitly or explicitly.

The Agency shall be responsible for fulfilling all the obligations towards such Personnel deployed under Law in force.

The Agency shall immediately replace the particular person on the demand of the Tourism Unit, O/o the Regional Administrator, Yanam or his authorized officer. The agency shall be responsible for good conduct and behavior of the employees.

The Agency shall deploy its employees in such a way that they get weekly rest and leave as per rule provision.

The Agency shall not be entitled for any increase in rate on any ground whatsoever during the period of this contract.

The Agency shall be further bound to carry out the directions/instructions given by the Tourism Unit, O/o the Regional Administrator, Yanam or officers designated in this respect from time to time.

If the service is found unsatisfactory repeatedly, the contract will be terminated without any notice period and without assigning any reasons thereof.

All disputes arising out of this contract shall be referred to the Regional Administrator, Yanam.

In case, the Agency leaves the job before completion of the period of contract on their own accord or fails to render due performance, the Government shall be entitled to forfeit his Security Deposit (EMD).

The rates must be quoted only in the BOQ after downloading it from the website.

**2. SPECIFIC CONDITIONS FOR HOUSE KEEPING AND ALLIED SERVICES :**

The persons deployed should be neat and clean, obedient, punctual and must have the quality referred under Designation column at para 2.

The personnel to be deployed should be in proper Uniforms supplied by the Agency, on their own cast and Photo I.D. Card should be worn by the worker while they are on duty.

The cleaning works should be carried out as per the instructions given by the Tourism, Unit, O/o the Regional Administrator, Yanam.

**3. SPECIFIC CONDITIONS FOR SECURITY SERVICES :**

There shall be three security guards per day, one in each of the three shifts @ 8 hours per day duty.

The Guards must be vigilant and possess good physique and personality.

Guards must have experience in reputed organizations.

Guards must honour VVIPs, VIPs when they enter and leave the Guest House.

Guards must wear proper uniform with shoes, belt, cap, I.D. card etc.

**4.** The tenderer will be able to download the Notice Inviting Tender and other related documents from the website <http://pudutenders.gov.in> from published date till the closing date of the tender.

The bidders can upload the bid document online by verifying the tender assignment works from the website, only after obtaining the valid e-Token and Digital Signature Certificate (DSE).

The tenderer who had downloaded the e-Tender Schedule from the website shall submit the bid online before the scheduled time of submission. The DD for EMD is to be scanned and uploaded in the e-tender and DD in original form is to be submitted to

The Regional Administrator,  
Yanam.

in sealed envelop superscribed as "EMD for providing Staff/Personnel in Yanam Obelisk Tower, Guirampeta, Yanam on or before 4.00 p.m. 09.10.2019

**5. TENDER SCHEDULE :**

Availability of NIT and Tender document	--	13.09.2019
Pre-Bid meeting	--	23.09.2019 @ 4.00 p.m. at the O/o the Regional Administrator, Govt. Street, Yanam.
Bid Submission starting date online	--	13.09.2019
Bid submission closing time online	--	09.10.2019 @ 3.00 P.M.
Date & Time of opening of Tender	--	09.10.2019 @ 4. 00 P.M.

Tenderers are requested to stick to the date and time limit specified above strictly.

The Regional Administrator, Yanam reserves the right to change the opening time and date of e-tender. In case, if any dispute, the decision of the undersigned, shall be the final.

**6. Pre-Bid Meeting :**

Tenderers may please note that a Pre Bid meeting will be held on 23.09.2019 at 4.00 p.m. in the office of the Regional Administrator, Govt. Street, Yanam wherein all the clarifications with regard to Technical/Commercial conditions shall be given. All Tenderers are requested to attend the Pre Bid meeting.

**7. Validity of the officer :**

The rates quoted will have to be valid for the contract period of two years from the date of signing of contract and no additional cost for any reason or at any cost shall be charged.

**8. Earnest Money Deposit :**

The bidder shall furnish, as part of its bid, a refundable EMD in the form of A/c payee demand draft of Rs. 10,000/- (Ten thousands only). The Demand draft should be on any nationalized bank with validity for three months and in favour of the **"The Regional Administrator, Yanam.** The name of the Agency/firm has to be written on the reverse of the demand draft without fail. The bid without EMD and EMD not in the form of "Demand Draft" shall be summarily rejected. The EMD of the unsuccessful bidder will be returned/refunded after the finalization of tender without any interest. The earnest money deposit of successful tenderer will be treated as part of Security Deposit. The Security Deposit will be released after the completion of the contract period.

**9. TERMS OF PAYMENT :**

Payment shall be made to the agency at the end of every month after verification of certification that the assigned works have been executed in accordance with the Work order.

**10. AMMENDMENTS TO BID DOCUMENTS :**

Amendments, if any, will be notified in official "Website" and these amendments will be binding on bidders/tenderers

**11. CANCELLATION OF CONTRACT :**

The undersigned reserves the right to cancel the work order placed on the successful tenderer if: a) the Tenderer commits a breach of any of the terms and conditions of the tender/work order. b) the Tenderer goes into liquidation voluntarily or otherwise their security deposit (EMD) will be forfeited.

**12. INSTRUCTIONS FOR SUBMISSION OF BIDS :**

The Bidders are requested to necessarily attach the following details :

**Technical Bid (Cover A)**

**THE TENDERER SHOULD UPLOAD THE FOLLOWING SCANNED CERTIFICATES/DOCUMENTS IN THE TECHNICAL BID FOLDER OF THE WEBSITE IN THE FOLLOWING ORDER**

Cover A should contain

- a. Scanned copy of the Demand Draft drawn for E,M.D.
- b. Certificate of registration by Registrar of firms, Government of Puducherry
- c. Certificate of registration of the firm (Labour contract) with latest status of renewal issued by the Labour Department, Puducherry.
- d. Copies of EPF/ESI Registration Certificate
- e. Copy of the valid Licence obtained for outsourcing/Security Service
- f. Copy of certificate in proof of availability of work force.
- g. Copy of Copies of certificates in proof of the past satisfactory services done in any office complex/establishment etc.
- h. Copies of Challans paid (for one year) for GST, ESI and EPF
- i. Signed Declarations as specified in Annexure regarding undertaking for payment of minimum wages and as a token of acceptance of all the terms and conditions of the tender.
- j. The antecedents of the deployed personnel should be screened before employment and 'No objection Certificate" obtained from Police Department, Yanam should be appended with the tender. If not obtained earlier, the same should be submitted before awarding the contract.

Note : Xerox copy of the above said documents shall be furnished along with DD to this office before the due date. Failure to produce any of the documents would entail rejection of their quotation. The Financial Bid (BOQ) will be admitted for opening only if the scanned copy of the above said documents are properly placed/uploaded.

**Financial Bid shall contain only the BOQ (Cover "B")  
OPENING OF FINANCIAL BID (BOQ)**

The Financial Bids (BOQ) of only technical qualified bidders will be opened on a specified date.

**Note :**

1. The rates should be quoted only in the BOQ in the website of 'pudutenders'.
2. For further details and assistance in e-bidding, the bidders may contact the O/o the Regional Administrator, Govt. street, Yanam on any working day between 10.00 a.m. to 05.00 p.m. For technical assistance over phone/e-mail contact – "Contact us of website – <https://pudutender.gov.in>. The help disk number is (0884- 2325101,2325106 and 2325107).
3. The bidders need to submit :

Technical bid (Copies of documents as mentioned vide para 12 (i) in same order "a to j") and EMD (as mentioned at Para No. 08) – in two separate sealed envelopes one Technical Bid and other one for EMD and then put these two envelopes in one big envelope superscribing as "e-Tender for the engagement of agency/firm for providing House Keeping & Allied Services and Security Guards in Govt. Guest House, Yanam. And addressed to the Regional Administrator, Government Street, Yanam and reach the undersigned, on or before the Closing date.

**13. TENDER OPENING**

On the scheduled date/time of opening, the Regional Administrator, Yanam will authorize the opening of tender. Bidders can access the status of tender, after opening of tender in the website. The department will not be liable for any delay in submission of tender.

If the opening of day of tender happens to be public Holiday, the same will be opened on next working day at the same time.

The work order will be issued to the successful Tenderer on acceptance of their tender.

Agreement shall be drawn between the successful tenderer and the Regional Administrator, Yanam on acceptance and finalization. Tenderer should quote their rate and adhere to the terms and conditions of this tender.

(SHIVRAJ MEENA)  
REGIONAL ADMINISTRATOR  
YANAM



ANNEUXURE

DECLARATION – I

“I/We ..... do hereby declare that the workers engaged by my/our agency/firm shall be paid the amended statutory wages as per the Minimum Wages Act and they will be covered under the statutory provisions of EPF, ESI etc., and will comply with all the Labour Laws in force”.

SIGNATURE OF TENDETER WITH SEAL

DECLARATION – II

“I/We ..... The undersigned certify that the terms and conditions of tender are accepted and that in the event of selection of my/our rates, the contract in the prescribed form will be entered into”.

SIGNATURE OF TENDETER WITH SEAL

