

**Bid alert id** : BAETE1774380

**Tender id** : 2022\_BSNL\_131928\_1

**Tender number** : Tender G71Tender HOUSEKEEPING 2022

**Name of the work** : House Keeping Work in Meghalaya under BSNL Meghalaya SSA

**Department name** : Bharat Sanchar Nigam Limited (Govt of India Enterprise) | North East-I | GMTD, Meghalaya SSA, Shillong

**State** : Meghalaya

**ECV** : Rs.22,000,00/-

**Contract period** : One year

**EMD** : Rs.44,000/

**EMD exemption** : Yes

**Mode of payment** : Offline

**Eligibility criteria** :

I. One copy of the complete set of E-Tender documents duly filled in and signed on each page by authorized signatory.

II. E-Tender Cost of Rs.590/- (In form of DD/BC) in case the form is downloaded from the website.

III. EMD of Rs.44,000/- (In form of BG / DD). (Format for BG / DD available at Annexure-III)

IV. The MSE (Micro & Small Enterprise) units shall be exempted from submission of Bid Security deposit on production of Udyog Aadhar Memorandum (UAM) number and valid registration on the date. The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs on the Tendered items. The proof of the same must be produced in the technical bid. (The Original is to be produced before TOC during opening of the E-Tender).

V. Total Turn-Over During last three financial years i.e. 18-19 , 19-20 & 20-21 should be 10 Lakhs or more cumulatively. But Turn over certificates for all the three FY is to be produced. It should not be zero for any FY. If not submitted for any FY then it will be treated as zero and document will be rejected. (FY- Financial Year)

VI. Experience of carrying housing keeping work for any Govt. / Semi Govt. / PSU during 17-18 , 18-19& 19-20 should be 3.5 lakhs or more in total. It is not mandatory that the vendor should have experience in all the three FYs.

VII. 'Power of Attorney' in favor of the authorized signatory signing the E-Tender documents (It is not required in case of proprietor signed himself). Article & Memorandum of association with certificate of Registration in case of limited company or Authenticated copy of Partnership Deed, in case of partnership firm.

VIII. Undertaking for non-working of any relative in BSNL in the prescribed format available in Annexure-II

IX. Copy of PAN card& Income Tax return for FY 2019-20 i.e. assessment year 2020-21 or latest. In case of Non income Tax payers , proof should be furnished for exemption from Income -Tax department.

X. GST registration number, ESI Registration and EPF registration. Bidders who does not fall under the ambit of EPF / ESI , should provide the relaxant certificate from concerned authority.

XI. Bidder's Profile & Questionnaire duly filled & signed.

XII. Identity of the bidder with signature to be furnished. (Voter Card, Aadhar Card,, PAN Card, Bank-Pass Book (anyone)

XIII. Labor License from Labor Department.

XIV. An Updated District Council Trading License issued by KHASI HILLS AUTONOMOUS DISTRICT COUNCIL, SHILLONG indicating the purpose of license is to be submitted.(For Non Tribal Bidders)

XV. GST Registration Certificate.

Note: • If any one of the above documents required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However, the purchaser may at its discretion call for any clarification regarding the document. In such case(s), the bidder shall have to comply the purchaser's requirement within the specified time. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

**Financial Bid :**

i) The bidder should quote his rate inclusive of all charges excluding GST, both in figures and words.

ii) GST will be paid extra as per GST tax rule from time to time.

iii) Lowest bidder will be decided as per lowest Total Composite Cost of the financial bid.

iv) During validity period of the tender, the rate will remain be fixed and no hike of rate will be allowed even though there is hike in minimum wage rate as circulated by CLC@, New Delhi.

v) The bidder should quote the rate taking all factors into consideration including EPF, ESI, service charge of contractor etc. The contractor should pay the wages to the workmen not below the minimum wage rates fulfilling all the statutory payments of EPF, ESI etc. as per latest circular issued by CLC@ , New Delhi.

**Bid submission last date** : 07-Nov-2022 12:00 PM

**Mode of bid submission** : Online

**Tender fee** : 590

**Mode of payment** : Offline

**Documents Submission** :

I. One copy of the complete set of E-Tender documents duly filled in and signed on each page by authorized signatory.

II. E-Tender Cost of Rs.590/- (In form of DD/BC) in case the form is downloaded from the website.

III. EMD of Rs. \_\_\_\_\_/- (In form of BG / DD). (Format for BG / DD available at Annexure-III)

IV. The MSE (Micro & Small Enterprise) units shall be exempted from submission of Bid Security deposit on production of Udyog Aadhar Memorandum (UAM) number and valid registration on the date with approval of monetary limit and registered for such work. The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs on the Tendered items. The proof of the same must be produced in the technical bid. (The Original is to be produced before TOC during opening of the E-Tender)

V. Total Turn-Over During last three financial years i.e. 18-19 , 19-20 & 20-21 should be 10 Lakhs or more. But Turn over certificates for all the three FY is to be produced. It should not be zero

for any FY. If not submitted for any FY then it will be treated as zero and document will be rejected. (FY- Financial Year)

VI. Experience of carrying housing keeping work for any Govt. / Semi Govt. / PSU during 18-19 , 19-20 & 20-21 should be 3.5 lakhs or more in total. It is not mandatory that the vendor should have experience in all the three FYs.

VII. 'Power of Attorney' in favor of the authorized signatory signing the E-Tender documents (It is not required in case of proprietor signed himself). Article & Memorandum of association with certificate of Registration in case of limited company or Authenticated copy of Partnership Deed, in case of partnership firm.

VIII. Undertaking for non-working of any relative in BSNL in the prescribed format available in Annexure-II

IX. Copy of PAN card & Income Tax return for FY 2019-20 i.e. assessment year 2020-21 or latest. In case of Non income Tax payers , proof should be furnished for exemption from Income-Tax department.

X. GST registration number, ESI Registration and EPF registration. Bidders who does not fall under the ambit of EPF / ESI , should provide the relaxation certificate from concerned authority.

XI. Bidder's Profile & Questionnaire duly filled & signed.

XII. Identity of the bidder with signature to be furnished. (Ration Card, PAN Card, Bank-Pass Book)

XIII. Labor License from Labor Department.

XIV. An updated District Council Trading License indicating the purpose of license is to be submitted (For Non Tribal Bidders).

Note: • If any one of the above documents required to be submitted along with the technical bid is found wanting, the offer is liable to be rejected at that stage. However, the purchaser may at its discretion call for any clarification regarding the document. In such case(s), the bidder shall have to comply the purchaser's requirement within the specified time. In case of non-compliance to such queries, the bid will be out rightly rejected without entertaining further correspondence in this regard.

**Other Documents :**

Annexure-I (UNDERTAKING&DECLARATION) [Refer pg.no 25]

Annexure-II (Non-working of Near Relationship in BSNL) [Refer pg.no 26]

Annexure-III (Proforma for the BID SECURITY/EMD Guarantee) [Refer pg.no 27]

Annexure-IV (For the Performance B a n k Guarantee (SD) [Refer pg.no 28]

Annexure-V (For Letter of Authorization for attending Bid Opening Event) [Refer pg.no 29]

Annexure-VI Bidder's profile & Questionnaire) [Refer pg.no 30]

Annexure-VII (BID FORM) [Refer pg.no 31]

Annexure-VIII (PRICE SCHEDULE) [Refer pg.no 31]

Annexure-IX (Check-List) [Refer pg.no 33]

Annexure-X (GUIDELINES FOR TAKING ACTION AGAINST VENDORS WHO DEFAULT) [Refer pg.no 34]

**Contact no** : 0364-2220301

**Email** : sdehrml@gmail.com

**Available website** : <https://etenders.gov.in/eprocure/app>

**Address** : DGM(HQ), O/o The GMTD, Meghalaya BA BSNL, Shillong

**Terms And Conditions** :

1. The Square ft. of cleaning work to be carried-out stated above is estimated and BSNL reserves the right to vary the quantity to the extent of  $\pm 50\%$  of specified quantity without any change in unit price or other terms& conditions.
2. Amendments if any, to the E-Tender documents will be notified in the above website as and when such amendments are notified particularly before 17.00 hours of of\_27.10.2022\_\_\_\_\_. It is the responsibility of the bidders who have downloaded the E-Tender document from the website to keep themselves abreast of such amendments before submitting the E-Tender document.
3. The MSE (Micro & Small Enterprise) units shall be exempted from submission of Bid Security deposit on production of Udyog Aadhar Memorandum (UAM) number and valid registration on the date. The bidders who fail to submit UAM number shall not be able to avail the benefits

available to MSEs as contained in Public Procurement Policy for MSEs on the Tendered items. The proof of the same must be produced in the technical bid. (The Original is to be produced before TOC during opening of the E-Tender).

4. All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.

5. All computer generated documents should be duly signed/ attested by the bidder/ vendor organization.

6. The EMD submitted in the form of BG / DD and will be refunded to the all bidders after finalization of the E-Tender in due course. Bidders those who will awarded the work has to submit a BG / DD towards SD for an amount equal to 3% of Total amount of work to be awarded to him with validity not less than 30 months.

---

## GREETINGS FROM BID ALERT

---