THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)
Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,
Navi Mumbai- 400 614. Telephone No. 27579217,
Fax No. 27579219.
Web site: http://www.cotcorp.org.in http://www.eprocure.gov.in
E-mail: headoffice@cotcorp.com
निगमित पहचान संख्या : U51490MH1970GOI014733

1	Title of the Tender	:	House Keeping Services for its Office at Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur, Navi Mumbai- 400 614.
2	Tender Ref. No.	:	CCI/HO/ADM/ House Keeping Services/2018 Dated –26.10.2018
3	Product Category	:	House Keeping Services
4	Sub Category	:	Office at Kapas Bhavan
5	EMD	:	**Rs.5000/-**
6	First announcement Date	:	26.10.2018
7	Last Date & Time of Document Collection	:	All working days up to **12.11.2018** between 11 a.m. to 5.00 p.m.
8	Last Date & Time of Submission	:	**13.11.2018** Upto 3:00 p.m
9	Opening Date & Time	:	**13.11.2018** at 3.30 p.m only.
10	Work description	:	House Keeping Services for its Office at Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur, Navi Mumbai- 400 614. & IT Colony Guest House, CBD Belapur, Navi Mumbai- 400 614
11	Eligibility Criteria	i)	P F Number (self attested copy must be enclosed)
		ii)	PAN No. (self attested copy must be enclosed)
		iii)	ESIC Number (self attested copy must be enclosed)
		iiii)	GST No. (self attested copy must be enclosed)
		v)	The party should enclose self attested copies of two similar work order or work complition certificate of Govt. office, Bank,PSU' or private organization during last 5 year.

भारतीय कपास निगम लिमिटेड
(भारत सरकार का उपक्रम)
कपास भवन, प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर,
नवी मुंबई - 400 614, टेलि. नं. 27579217, फॅक्स नं. 27579
Web site: http://www.cotcorp.org.in http://www.eprocure.gov.in
E-mail: headoffice@cotcorp.com
निगमित पहचान संख्या : U51490MH1970GOI014733

संख्या :भाकनि/प्रशा/हाऊस किपिंग सर्विसेस/2018 **दि. 26.10.2017**

निविदा सूचना

भारतीय कपास निगम लि., कपास भवन, प्लॉट नं. 3/ए, सेक्टर – 10, सीबीडी बेलापुर, नवी मुंबई - 400 614, प्रतिष्ठित पार्टीयों से दो बिड में यानि तकनीकी बिड – I और वित्तिय बिड – II मे एक साल तक अवधि के लिए हाऊस किपिंग सर्विसेस के लिए मोहर बंद निविदाएँ आमंत्रित करते है। जिसके ब्यौरे निम्नुसार है:-

क्र.	विवरण	हाऊस किपिंग सर्विसेस	EMD राशि
1.	**हाऊस किपिंग सर्विसेस** कपास भवन, प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई - 400 614, और आय.टी. कॉलनी गेस्ट हाऊस, सीबीडी बेलापुर, नवी मुंबई - 400 614,	हाऊस किपिंग सर्विसेस	**5000/-रु.** (कुल पांच हजार रुपये)

1. हाऊस किपिंग सर्विसेस के लिए कोरा निविदा फार्म उपर्युक्त पते पर **दि. 12.11.2018** तक किसी भी कार्य दिवस में प्राप्त: 11.00 बजे से सांय 5.00 बजे तक उपलब्ध है।
2. टेंडर कागजात निगम के वेबसाईट www.cotcorp.org.in अथवा सरकारी टेंडर पोंटल www.eprocure.gov.in से डाऊनलोड भी कर सकते है।
3. **5000/-**रु. की **ईएमडी** राशि भाकनि के पक्ष में डीडी/पीओ (किसी भी शिडुल बँक) के रुप में मुंबई/नवी मुंबई में भुगतान योग्य निविदा की टेकनीकल बिड -I के साथ संलग्न करे। ईएमडी बिना निविदा रदद की जायेगी।
4. मोहरबंद निविदाएँ भारतीय कपास निगम, 4थी मंजिल पर स्थित टेंडर बॉक्स में प्रस्तुत करने की अंतिम तारीख **13.11.2018** को 3.00 बजे तक है।
5. टेकनिकल बिड - I/वित्तिय बिड-II उसी दिन यानि **13.11.2018** को अप 3.30 बजे तक खोली जायेगी। टेंडर, टेंडर कर्ता जो उपस्थित रहना चाहते है तो उनके समक्ष खोले जायेंगे।

टेंडर कर्ता अपना मोहरबंद टेंडर भाकनि, कपास भवन, प्लॉट नं. 3/ए, सीबीडी बेलापुर, नवी मुंबई 400 614. चौथी मंजिल पर रखे टेंडर बॉक्स में निम्नानुसार प्रस्तुत कर सकते है।

लिफाफा ए : टेकनीकल बिड-I में ईएमडी राशि तथा तकनीकी पात्रता के विवरण शामिल होणी चाहिए।
लिफाफा बी : वित्तिय बिड-II में केवल प्राईस बिड शामिल की जाये।
लिफाफा सी : लिफाफा "सी" में लिफाफा "ए" तथा लिफाफा "बी" रखा जाय।
नोट: प्रत्येक लिफाफे पर टेंडर का नाम और पता स्पष्ट रूपसे लिखा जाये। प्रत्येक लिफाफे में उपरोक्त अंतरविष्ट के अनुसार पर "ए" "बी" तथा "सी" में स्पष्ट रॅप से लिखे। इस टेंडर डाकयुमेंट में कुल 10 पेज है। निगम किसी या सभी निविदा स्वीकार या अस्वीकार करने का अपना अधिकार आरक्षित रखता है। तथापि निविदाकर्ता निगम से उनके निविदा की अस्वीकृत करने का कारण पूछ सकता है।

महा प्रबंधक (प्रशा/क्रय)

संलग्न: टेंडर डाकयूमेंट

THE COTTON CORPORATION OF INDIA LTD.
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Ref:CCI/HO/ADM/HOUSE KEEPING SERVICES/2018 **Date 26.10.2018**

TENDER NOTICE

The Cotton Corporation of India Ltd. invites sealed tenders from reputed parties in prescribed format in two bid system i.e. Technical bid-1 and Financial bid-II for the **HOUSE KEEPING SERVICES** for one year at their Kapas Bhavan, Plot N0.3/A, sector 10, CBD, Belapur, Navi Mumbai- 400 614. The details are as under:

Sr. No.	Description	HOUSE KEEPING SERVICES	EMD Amount in Rs.
1.	HOUSE KEEPING SERVICES Kapas Bhavan, plot No. 3/A, Sector 10, CBD, Belapur, Navi Mumbai- 400 614. & IT Colony Guest House,CBD, Belapur, Navi Mumbai- 400 614.	House Keeping Services	**Rs.5000/-** (Rs. Five thousand only)

1. Blank tender forms for the HOUSE KEEPING SERVICES are available at above mentioned address on working days from 11.00 a.m. to 5.00 p.m., upto **12.11.2018.**
2. The tender documents can also be downloaded from the Corporation web site **http:** **http://www.cotcorp.org.in** **http://www.eprocure.gov.in**
3. Earnest money deposit of **Rs.5000/- (Rupees Five Thousand only)** in the form of Bank DD/Pay Order of any scheduled bank in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must be enclosed alongwith Technical Bid-I of tenders. Tenders without EMD shall be rejected.
4. Last date for submission of sealed tenders in tender box situated at 4th floor, Kapas Bhavan, Plot No. 3A, Sector-10, CBD, Belapur, Navi Mumbai - 400 614 is upto 3.00 p.m. **on 13.11.2018**
5. Date of opening of Technical Bid –I / Financial Bid-II shall be at 3.30 p.m. on **13.11.2018**. The tenders shall be Opened in presence of tenderer who wish to remain present.
6. Tenderer should submit their sealed tender in the tender box placed at 4th floor, The Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector-10, C.B.D. Belapur, Navi Mumbai– 400 614 is as under:

   Envelope A : Technical bid-I shall include EMD amount and Technical Eligibility Criteria.

   Envelope B : Financial Bid-II shall include the price bid only.

   Envelope C : Envelope "C" should contain Envelope "A" & Envelope "B" .

Note: State clearly on each envelope the name and address of the tenderer. State clearly on each envelope 'A', 'B', & 'C" as per their contents as above. This document consists of 10 pages.
Corporation reserves its right to accept or reject any tender (s.). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Encl: Tender document

General Maneger (ADM/Pur.)

भा.क.नि.
CCI

THE COTTON CORPORATION OF INDIA LTD.,
KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR HOUSE KEEPING SERVICES
AT KAPAS BHAVAN, CBD, BELAPUR,
NAVI MUMBAI- 400 614

TECHNICAL BID-I

INDEX

Sr.No.	Particulars	Page No.
1	Submission of tender and Declaration	**4**
2	Technical Eligibility criteria	**5**
3	Terms and Conditions	**6-7**
4	Check List	**8**

(Should be submitted on letter head of Company)

Date:

The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub: "Submission of tender for HOUSE KEEPING SERVICES"

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender notice vide ref. no. CCI/ADM/HOUSE KEEPING SERVICES/2018/dated **26.10.2018** and other instructions and hereby undertake to abide by them.

2 I/we are enclosing herewith, Demand Draft/Pay Order No. -------- dt.------ **Rs. 5000/-** drawn on ---- in your favour towards earnest money deposit.

3 I/We have filled and signed each page of the tender documents and the same are enclosed herewith.

4 I/We hereby declare that tender documents have been downloaded from CCI website **http://www.cotcorp.org.in** **http://www.eprocure.gov.in** and it is submitted in original without any alterations/modifications/deletions/additions.

Seal and Signature of tenderer

Name

Full address:

THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai- 400 614.

TECHNICAL BID – I
(Should be placed in Envelope marked "A")

Technical Eligibility Criteria:

1. **Name of the Reputed parties with address**:	M/s. _____ Official Address: _____ _____City:- _____PIN: Tel.No. (O) _____ (R) _____ Name of Contact Person _____ Mobile No. _____
2. Earnest Money Deposit Amount & their details: **Drawn on any scheduled bank**	**Rs. 5000/-** (Rupees Five Thousand only) Drawn on _____ Vide DD/PO No. dated. _____ in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.
3. Registration with various Authorities and their Nos. *(Self attested Copies of the same must be enclosed)* (Eligibility Criteria)	1. **PF Number** _____ 2. **PAN No**._____ 3. **ESIC Number** _____ 4. **GST No.** _____
4. Experience (Eligibility Criteria)	The party should enclose self attested copies of two similar work order or work complition certificate of Govt. office, Bank, PSU or private organization during last 5 year.

Date:
Place:

Seal and Signature of Tenderer
Name
Full address:

THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai- 400 614.

TERMS AND CONDITIONS:

1	The offer shall remain valid for a period of 30 days from the last date of opening of tenders.
2	The Scope of the tender is to provde of HOUSE KEEPING SERVICES for a period of one year.
3	Evaluation of Technical Bid-I shall be as per technical elegibility criteria and Finacial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I.
4	Earnest Money deposit amounting to **Rs. 5000/-** (Rupees Five Thousand only) by way of Demand Draft/Pay Order drawn on any scheduled Bank in favour of **"The Cotton Corporation of India Ltd."** payable at Mumbai/Navi Mumbai must be attached with Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest.
5	In case the EMD of the party is already lying with the Corporation, they need not enclose EMD again. However detail of EMD already paid may be given.
6	If the tenderer is registered under MSMEs / NSIC entrepreneurs should enclose self attested Copies of their registration. Such tenderes need not pay earnest money deposit. A Copy of the registration shall be enclosed with Technical Bid I.
7	If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the terms and conditions or any of them, the earnest money deposit paid shall be forfeited. Further, if the sucessful tenderer refuse to supply or do not execute the supply order the earnest money deposit paid shall be forfeited and party shall be black listed for future business dealings.
8	The tenderer should enclose self attested copies of their PF No, PAN No, ESIC No and GST No registration certificate with Technical Bid.
9	The Financial Bid should be submitted on the letter head. The tender document is consisting of 10 pages. The tenderer shall submit the page no. 3 to 8 duly signed with Technical bid-I and Page No. 9 to 10 in Financial Bid.
10	Party should keep day-to-day close follow-up for attendance of their house keeping attendants.
11	The duration of above AMC shall be for period of one year. The Corporation may extend the term for another one year at same rate & Terms and Condtion if the work is found satisfactory.
12	The House Keeping attendants should be present in the office premises in Kapas Bhavan from 8.00 am to 4.00 pm on working days, except on closed holidays and Sunday and they have to attend all work promptly and efficiently.
13	The employees engaged by the contractor will be in the employment of the contractor only and not of the corporation. The contractor will be responsible for payment of wage as Minimum Wages as prescribed/revised by Government and other service benefits to its personnel posted as per WAGES ACTS and rules including any amendments made by the authority during contractual period
14	For each absent of the manpower the deductions will be made on the basis of applicable current minimum wages per day as per Ministry of Labour and Employment to the particulars category of manpower.
15	Bio-metric attendance of the manpower supplied at Kapas Bhavan shall be made so that the Corporation can take attendance for the record . If House Keeping attendants is on leave a replacement should be provided.

16	If ther is any negligency found is the work penalty of 1% shall be made from monthly raning bill per event.
17	The Corporation will not entertain for snakes/tea etc. to your deployed employees at Kapas Bhavan.
18	The contractor shall be required to submit pre-receipted bill/claim before 7th day of the succeeding month along with proof of disbursement of wages with full details viz Basic rate, VDA, HRA, other allowances, and statutory deductions etc. duly verified by the authorized representative of CCI. Proof of deposit of PF (Employee-Employer share), ESI and GST etc along with details of amount deposited in respect of each security personnel with concerned authority, quoting respective PF Registration No. of each security personnel against whom the amount deposited under due acknowledgement, for the previous month.
19	Corporation is Following minimum wages fixed by Government of India Ministry of Labour & Employment Office of the Chief Labour Commissioner(C),New Delhi.
20	The contractor shall comply with all the statutory requirements in respect of engaging the personnel, their service conditions, rules and regulations and all the liabilities under the various law and other likes P.F., E.S.I., bonus and workman's compensation etc. shall be of the contractor and CCI shall in no way be responsible or liable in case of any dispute, prosecution or award made by Court of Law or other authorities.
21	The Corporation shall release payment within 10 days after receipt of invoice.
22	Sealed tenders in the prescribed proforma on the letterhead of the company/firm,duly signed and sealed by the authorized representative of the company/firm, addressed to **" General Manager(ADM/Pur.)"** should be dropped in the tender box kept at 4th floor of Kapas Bhavan, CBD Belapur, up to 3.00pm on **13.11.2018** the sealed envelop containing the tender should be superscribed **"Tender for House Keeping Services"**. Tender received after due date and time shall not be entertained.

General Manager (ADM/Pur.)

Declaration by Tender

I/We have read above terms and conditions and we agree with the same.

Date:

Seal and Signature of Tenderer

Name

Full address:

THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai- 400 614.

CHECK LIST

Please make tick (√) Mark

Sr. No.	Particulars				
1	a) Blank tender document Collect from office.	Yes		No	
	b) Tender document down loaded from web site.	Yes		No	
2	Earnest Money Deposit Amount of **Rs.5000/-** in favour of 'The Cotton Corporation of India Ltd., Mumbai' is enclosed.	Yes		No	
3	Registration of various authorities and their Nos. for eligibilities criteria. (self attested copy shall be attached)				
a.	P F Number (Self attested copy attached)	Yes		No	
b.	PAN under Income Tax Act(Self attested copy attached)	Yes		No	
c.	ESIC Number (Self attested copy attached)	Yes		No	
d.	GST Number (Self attested copy attached)	Yes		No	
4.	Self attested copies of two similar work order or work complition certificate of Govt. office, Bank, PUS' or private organization during last 5 year.	Yes		No	
5	Whether all the pages of the tender documents are signed and attached with Technical Bid and Financial Bid as the case may be.	Yes		No	

Date-

Seal and signature of tenderer

Name

Place

Full address:

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
कपास भवन, सीबीडी बेलापुर,
KAPAS BHAVAN, CBD, BELAPUR,
नवी मुंबई– 400 614
NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR

(House Keeping Service during the period from One Year for "Kapas Bhavan")

FINANCIAL BID -II

(should be placed in envelope marked "B")

Sr.No.	Particulars	Page No.
1	Price Quote	9-10

(Party should submit Financial bid on their letterhead and place in envelop -B)

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,**NAVI MUMBAI – 400 614**

FINANCIAL BID-II

Sub: Annual maintenance Contract for House Keeping Servces in the office area Occupied by CCI at Kapas Bhawan and IT Colony Guest House, CBD Belapuri Navi Mumbai- 400 614.

Sir,

I/we are submitting my/our Finacial Bid for the above work as below

Sr. NO	**Particulars**	**Quantity**	**Rate per maintenance staff per month** (inclusive of all taxes)	**Total amount of 10 maintenance staff i.e. 17 x 12 Rate per Year**
1	Monthly charges for Seventeen staff for House Keeping in the office area occupied by CCI at Kapas Bhawan, Plot No.3/A, Sector 10, & IT Colony Guest House, CBD Belapur Navi Mumbai- 400 614.	17 maintenance staff		
2			**Total Amount in Rs**	

(Total Amount In words Rupees _____)

Signature and seal of tenderer

Name

Full address:

Note:- Total amount mentioned at sr no-2 will be basis in decidling L-1.