



(A Government of India Enterprise)

ECGC LIMITED

(Formerly EXPORT CREDIT GUARANTEE CORPORATION OF INDIA LTD.)

Regd. Office: Express Towers, 10th Floor, Nariman Point, Mumbai – 400 021.

Telephone No. 022-66590500/509.

“TENDER NOTICE No. – ECGC/ADMIN/234/2017.”

Tenders are invited for Annual Contract for Housekeeping Services at Head Office of ECGC Limited located at Express Towers, Nirmal Building and Dalamal House (Ground and 2nd floor), Nariman Point, Mumbai-400021. Last date of submission of Tender : 16/10/2017 3.30 pm.

For further details and for downloading tender documents, please visit our website www.ecgc.in.

Amendments/Corrigendum, if any, would be hosted on the website only.

TENDER NO. ECGC/ADMIN:234/2017

M/S. ECGC Limited
(Government of India Enterprises)

Express Towers,10th Floor,
Nariman Point,
Mumbai - 400 021.
Tel : 6659 0500 / 6659 0510

Tender for

**Annual Contract for Housekeeping Services at Head Office of ECGC
Limited offices located at Express Towers, Nirmal Building and
Dalamal House (Ground and 2nd floor), Nariman Point, Mumbai-400021**



TENDER No: ECGC/ADMN: 234:2017 DATED 07.10.2017.

Details of Services Provider (Qualifying Bids) – on letterhead.

1. Name of the Firm/Company :
2. Address :

3. Tel. No. & Mobile No. :
4. Email :
5. Name/s of the Prop./Partners/Directors :
6. Tel. No. & Mobile No. :
7. Registration No. (copy of Regd.) :
8. PAN No. (copy of PAN card) :
9. Service Tax / GST Regd. No. (copy of GST/ST Regd.):
10. Annual Turnover as on 31.3.2017 :
(Enclose copy of audited Balance Sheet)
11. ESI & EPF Regd. No. (copy of ESI/EPF Regd.) :
12. No. of Employees on roll :
13. Whether Agency has ISO certificate :
14. Scope of Work done :
15. No. of years of Experience :
16. Clients name with work done
(Enclose copy of Experience Certificate) :
17. Whether experience with ECGC :

18. Declaration as follows :

“We hereby agree and undertake that we have not directly or through any other person of firm, offered, promised or given nor shall we offer, promise or give, to any employee of ECGC involved in the processing and/or approval of our proposal/offer/bid/tender/contract or to any third person any material or any other benefit which he/she is not legally entitled to, in order to obtain in exchange advantage of any kind whatsoever, before or during or after the processing and/or approval of our proposal/offer/bid/ tender/contract. “

Authorized Signatory :

Company Seal & Stamp :

Details of the Tender :

<u>Location.</u>	Area in square feet.	Number of Toilets.
Express Towers, 10 th Floor, Nariman Point.	14,400 Built-up.	4 (3 Gents & 1 Ladies).
Nirmal Building, 5 th Floor, Nariman Point.	7,535 Carpet.	3 (2 Gents & 1 Ladies).
Dalamal House, Nariman Point. Ground Floor.	4,000 Built-up.	2 (1 Gents & 1 Ladies).
Second Floor.	9,370 Built-up.	4 (2 Gents & 2 Ladies).

SCOPE OF WORK.

(DAILY ACTIVITIES).

1. Cleaning of dirt, dust, footprints, and different types of stains etc., from the surface of the floor areas and from the ceilings, including mopping of tiles, sidewalls and entrance areas with damp cloth, on all working days, so as to ensure its cleanliness. The mopping shall be carried out throughout the day with regular interval whenever dirt, dust, stains and any substance in the form of liquid is visible. Standard Quality cleaning Materials should be used in all the activities.
2. Cleaning of wooden furniture like tables, chairs, etc daily.
3. Cleaning of the mirrors using suitable non-abrasive solutions, including cleaning of washrooms (Toilets), basins by using quality disinfectants and replacement of tissue papers in the toilet and standard quality soaps whenever necessary.
4. Cleaning of the glasses with Standard Quality Cleaning Materials at the entrance doors, sliding windows in the premises with window squeeze and applicators.
5. Cleaning of Air- conditioner units daily.
6. Collection of garbage from the walkways and dust bins daily in the morning and after lunch and its immediate disposal outside office building.
7. Debris clearance from walkways and driveways and hose clean them during appropriate climatic and water use conditions.
8. Refilling of water in the buckets and loft tanks.

WEEKLY ACTIVITIES.

1. Cleaning of glasses of partitions and doors/windows from both sides.
2. Cleaning of cobwebs on ceiling and around the floor corners.
3. Washing and wiping of dust bins with damp cloth once in a week.
4. Cleaning of light fixtures and fans.
5. Cleaning of the walls and doors of all toilets with Standard Quality Cleaning detergent and disinfectant.

Completion of Daily and Weekly activities.

The work shall commence at 7.00 a.m. and to be completed in all respects by 9.00 a.m., and further activities to be carried out after 10.a.m. till 5.30 p.m.

Qualifying Criteria (Technical).

1. The bidder shall have a valid Bombay Shops & Establishment License issued by Municipal Corporation of Greater Mumbai. (copy to be submitted).
2. The bidder shall have minimum three years experience in the same line of business (Experience certificates to be furnished).
3. The company's combined turnover shall be minimum Rs. 5 Crore (Rupees Five Crore only), in the last three financial years i.e. 2014-15, 2015-16 and 2016-17. (Income Tax Certificates and balance sheets to be furnished).
4. The company shall produce the copies of the receipts of latest statutory payments, not older than a year, such as Provident Fund, ESIC payments, etc., made on account of their present employees. The company's labour should have in uniform or apron during the duty time.

General Instructions.

1. The bidders shall pay a visit at the locations, with prior appointment, before submitting bids.
2. The bidders shall submit the financial bid taking into account compliance with Minimum Wages Act of the Government of Maharashtra and other statutory payments like Provident Fund, ESIC payments etc.

3. A complete set of bid documents (Technical and Financial Bid) can be purchased from the office of Senior Manager/ Executive Officer, ECGC Office at 'Nirmal' 5th Floor, 241/242, Backbay Reclamation, Nariman Point, Mumbai-400021 Tel No. 022-66590771/758 from 11.00 am to 4.00 pm from 09/10/2017 to 16/10/2017 by remitting a non-refundable fee of Rs.1000/- (Rupees One Thousand Only) in the form of Demand Draft/Pay order drawn on any Scheduled Bank payable at Mumbai in favour of ECGC Ltd., Mumbai.
4. The complete set of bid documents (Technical and Financial Bid) can also be downloaded from ECGC Website (www.ecgc.in) and in such a case, the bidder shall deposit the cost of bid documents along with submission of bid, failing which bid shall not be opened. The cost of bid documents shall be deposited in the form of a separate Demand Draft /Pay Order drawn on any Scheduled Bank payable at Mumbai in favour of ECGC Ltd., Mumbai.
5. The complete set of bid documents downloaded from ECGC website shall be considered valid for participating in the bid process. During the scrutiny of downloaded bid documents, if any modification/correction etc. is noticed as compared to the original documents posted on the website, the bid submitted by such a bidder is liable to be rejected.
6. Clarifications on Bid Documents: A bidder requiring any clarification on the bid documents may notify to Asst General Manager/Senior Manager, ECGC office at 'Nirmal', 5th Floor, 241/242, Backbay Reclamation, Nariman Point, Mumbai-400021, Tel: 022-66590771-756 in writing or by E-mail: administration@ecgc.in bidders are required to submit any question in writing by E-mail so as to reach Asst. General Manager/Senior Manager, ECGC office at 'Nirmal', 5th Floor, 241/242, Backbay Reclamation, Nariman Point, Mumbai-400021, not later than 3 (three) days before the date of opening of technical bid.

7. Procedures for Two Packet System.

The bidder shall submit the bids in original duly signed by the authorized signatory in two packets as under:

PACKET A: - Technical Bid superscribing "Technical Bid" with Envelope Number, Name of the work and Name of the bidder.

PACKET B: - Financial Bid superscribing "Financial Bid" with Envelope Number, Name of the work and Name of the bidder.

Both packets A and B should be put inside an outer envelope and sealed. This envelope should be superscribed with the following details:

- a. Bid for (Name of work)
- b. Bid number
- c. Date and time of opening of Bid

Deadline for submission of Bid: Bids must be submitted to the, The Senior Manager, ECGC Ltd., Administration Section, Nirmal Building, 5th Floor, 241/242, Backbay Reclamation, Nariman Point, Mumbai-400021 not later than 3.30 p.m. on 16.10.2017.

8. The technical bids received (except those received late or delayed), will be opened in the presence of the bidders or their authorized representatives who choose to attend at 4.00 p.m. on 16.10.2017 in the office of The Assistant General Manager, Administration Section, Nirmal Building, 5th Floor, 241/242, Backbay Reclamation, Nariman Point, Mumbai-400021.
9. ECGC will scrutinize the technical bids accepted for evaluation to determine whether each bidder meets Qualifying Criteria.
10. The bidders whose technical bids are not found acceptable will be advised of the same.
11. The financial bids will be opened of those bidders who have qualified in the technical bid. The unopened financial bids will be returned to the bidders.
12. Financial bids will be opened at the appointed place, time and date, in the presence of the bidders or their representatives who choose to be present.
13. The successful bidder, on award of the contract, shall deposit with the Corporation 10% of the accepted contract value as a Security Deposit in the form of Demand Draft/ Pay Order drawn on any Scheduled Bank payable at Mumbai in favour of ECGC Ltd, Mumbai, which shall be refunded after completion of the contract. However, the same shall be forfeited in case of damage to the property.
14. The bidder shall submit an undertaking in the following format on company's letterhead.

“We hereby agree and undertake that we have not directly or through any other person or firm offered, promised or given nor shall we offer, promise or give, to any employee of ECGC Ltd. involved in the processing and/or approval of our proposal/offer/bid/tender/contract or to any third person any material or any other benefit which he/she is not legally entitled to, in order to obtain in exchange advantage of any kind whatsoever, before or during or after the processing and/or approval of our proposal/offer/bid/tender/contract”.
15. The Corporation reserves the right to reject any or all bids, without assigning a reason thereof.

FINANCIAL BID FOR TENDER No: ECGC/ADMN: 234:2017

We hereby quote our charges, in figures as well as in words, as under:

<u>Location.</u>	Area in square feet.	No. of labors to be engaged. (Full time).	Charge per full time labor.	Material Cost.	Total charges, including material cost.
Express Towers, 10 th Floor, Nariman Point.	14,400 Built-up. (3 Gents & 1 Ladies Toilet).	4 Full Time .			
Nirmal Building, 5 th Floor, Nariman Point.	7,535 Carpet. (2 Gents & 1 Ladies Toilet).	4 Full Time.			
<u>Dalamal House, Nariman Point.</u>					
Ground Floor.	4,000 Built-up. (1 Gents & 1 Ladies Toilet)	4 Full Time.			
Second Floor.	9,370 Built-up. (2 Gents & 2 Ladies Toilets)				
			Total:		

Bidder's signature with Company's stamp.

Place:

Date: