



(A Government of Goa Undertaking)  
1st Floor, EDC House, Dr.Atmaram Borkar Road,  
Panaji, Goa 403 001. Panaji-Goa 403 001. Ph: 0832-2224510 - 4517  
CIN No.U65993GA1975SGC000214

E-Tender Notification No. EDC/EST/ 2021-2022

Date:19/02/2021.

## TENDER NOTICE

(e-Tendering mode only)

EDC Ltd., invites Tenders in online mode only from eligible Contractors/Agencies under two bids system namely -Technical bid and financial bid for the work of Cleaning, House keeping and Gardening at EDC House , Panaji- Goa for the period of one year till 31/3/2022.The contract can be extended for one more year at same amount with mutual consent of the contractor.

Sr. No.	Item	Particulars
1.	Mode of Tendering	E-Tendering
2.	E-Tendering Website	<a href="https://goaenivida.gov.in">https://goaenivida.gov.in</a>
3.	Tender Estimated	Rs.2,00,000.00 per month (plus GST)
4.	Tender Document Fee	Rs.200/-Rupees two hundred only (Non-Refundable) to be paid online through e-payment mode via NEFT/RTGS/OTC/Debit Card/Credit card facility/Net banking (Axis Bank) with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challan and upload the scanned copy of NEFT/RTGS/OTC/Debit Card/Credit Card/Net banking (Axis Bank) challan along with the bid.
5.	Tender Processing Fee	Rs.500/- (Rupees Five hundred only (Non-Refundable) to be paid online through e-payment mode via NEFT/RTGS/OTC/Debit Card/Credit Card facility/Net banking (Axis Bank) with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challan and upload the scanned copy of NEFT/RTGS/OTC/Debit Card/Credit Card/Net banking (Axis Bank) challan along with the bid.
6.	Earnest Money Deposit	Rs.50,000/- (Rupees fifty thousand only) to be paid online through e-payment mode via NEFT/RTGS/OTC/Debit Card/Credit Card facility/Net banking (Axis Bank) with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challan

		and upload the scanned copy of NEFT/RTGS/OTC/Debit Card/Credit Card/Net banking (Axis Bank) challan along with the bid.
7.	Date and Time for request of Tender Document	22/02/2021 to 08/03/2021 upto 3.00 p.m.
8.	Date and Time for issue of Tender Document	22/02/2021 to 08/03/2021 upto 3.00 p.m.
9.	Date and Time for Online submission of bids	08/03/2021 up to 3.30 p.m.
10.	Date and Time for opening of Technical Bid	10/03/2021 at 3.30 pm
11.	Date and Time for opening of Financial Bid	15/03/2021 at 3.30 pm
12.	Contact details	<p>EDC Limited, EDC House, 1<sup>st</sup> Floor, Dr.Atmaram Borkar Road, Panaji – Goa 403 001</p> <p>Phone No. : 0832 2224510 - 2224517 E-mail : edc panaji@edc-goa.com</p> <p><u>M/s. CI India Pvt.Ltd</u> <u>Toll Free No-1800212680680</u> <u>Email: goasupportindia.com</u> <u>Website- <a href="http://goaenivida.gov.in">http://goaenivida.gov.in</a></u></p>

The interested bidders are requested to take note of the following points:

1. Interested Bidders are requested to refer the Terms & Conditions of the Tender document and submit the bids in online mode as per prescribed formats only.
2. Interested bidders should do an e-payment of Rs.200/- towards Tender Document Fee. The Tender Document Fee is non refundable.
3. Interested Bidders should do an e-payment of Rs.500/- towards Tender Processing Fee. The Tender Processing Fee is non-refundable.
4. Interested Bidders should submit E.M.D. of Rs.50000/- through e-payment mode as mentioned in tender document.
5. The tenderers should quote a lumpsum amount payable by EDC Ltd. per month (Plus GST) for work of cleaning and housekeeping at EDC House, Panaji-Goa for the period of one year till 31/3/2022. The contract can be extendable by another one more year, at same amount, with mutual consent of the contractor..

## **6. Minimum Pre-Qualification Criteria**

- a. A person or a registered firm or a Company having minimum five year experience in immediate past as a cleaning agency for a reputed company and or Government organization.
- b. Having regular Office in Goa.
- c. Minimum average annual turnover of Rs.12 lakh over a period of last three years as on 31/3/2020.

## **7. The interested tenderers shall submit to EDC Limited by 3.30pm on 08/03/2021 the following documents:**

- a) Attested copies of documents to prove experience, the turnover etc. meeting the minimum pre qualification criteria.
- b) Attested copy of PAN .

**(The above two documents shall be placed in a single envelope subscribed as "Technical Bid").**

**The above mentioned documents shall be also scanned and uploaded on the e tendering website by 3.30pm on 08/03/2021.**



**EDC LIMITED**

**1<sup>th</sup> Floor, EDC House, Dr.Atmaram Borkar Road,  
Panaji, Goa 403 001.**

**TENDER DOCUMENT**

**FOR WORK OF**

**CLEANING, HOUSE KEEPING**

**AND GARDENING WORKS**

**AT**

**EDC HOUSE, PANAJI – GOA.**

**FEBRUARY 2021**

## **Definition of Terms:-**

In the contract (as hereinafter defined), the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- a) "EDC" : means The EDC Limited and includes its Representatives and assignees.
  
- b) "Contractor" : means the person or persons, Agency or firm or Company whose tender is accepted by EDC Ltd. and includes the Contractor's legal representatives, successors and permitted assignees
  
- c) "Site " : means EDC HOUSE, Panaji - Goa
  
- d) "Works" : means Cleaning, House keeping and Gardening works EDC House ,Panaji- Goa

## SCOPE OF WORK

1. The basic scope of work is to maintain cleanliness of the entire EDC Office in EDC House, Panjim Goa and do necessary house keeping in the same and also do gardening work at EDC House.
2. The Cleaning work is to be done every day from **8 a.m to 4 p.m.(except Sundays and Public holidays)** of entire office area of EDC on **ground floor, mezzanine, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5 floors of Block 'A'** and **ground floor of Block "B"** of EDC House, at Panaji – Goa. The work will also include cleaning of corridors, porch, parking areas, terrace, staircase, lifts and other open spaces in and around EDC House. It will also include occasional cleaning of stores, shops, and Generator room, electrical room of the EDC in EDC House. The work will also include watering the plants, and maintaining and developing the garden at EDC House.
3. The cleaning shall include cleaning of floors, walls, partitions, and ceilings of the office area. It shall also include cleaning of furniture, equipments, carpets with vacuum cleaning, venetian blinds, fans, electrical fittings, window glasses, etc. The computers, telephones, should also be cleaned using Multipurpose Foam.
4. The cleaning shall include thorough daily cleaning of all the toilets, washbasin, urinals etc.
5. The Contractor shall provide Air fresheners, Urinal Deodorizer pads (Urinal Screen) and hand cleaning liquid soaps in all the toilets. It will also include providing toilet rolls in toilets on 2<sup>nd</sup> floor of EDC House. It will also include use of air freshener once in a day in all cabins in the office area on all floors.

## **CONDITIONS OF CONTRACT**

1. The Contractor shall provide minimum 13 Nos of cleaning personnel preferably with 8 female cleaners, one female tea maker with other skill for office work, one male cleaner, one person having gardening skills, one electrical technician and necessarily one supervisor for the work and to supply all the necessary equipments required for cleaning, gardening and maintenance of all electrical appliances. The cleaning personnel shall be increased by the Contractor at no extra cost to the EDC in case cleaning is not completed satisfactory with above mentioned personnel. Proper distribution of work between these personnel for cleaning of different floors , corridors, furniture , fixtures windows, toilets etc. shall be done. The contractor shall provide all consumables, detergents, chemicals, etc.
2. The Contractor shall provide all necessary equipments and cleaning materials for the work such as vacuum cleaner, Brooms, Buckets, pickaxe, soaps etc.
3. The EDC shall make monthly payment to the Contractor of the accepted tender amount plus GST. At the end of the month, the contractor shall submit a bill to EDC of the agreed monthly amount, for getting the payment.

The Contractor as employer shall regularly make the payment to its employed staff as per **minimum Wages Act**. The Contractor shall be registered with ESIC, EPF, GST etc. and shall pay their contribution in respect of its security personnel employed at site.

The Contractor shall produce documents connected with such payments to EDC along with their bills specially ECR Statement. The cleaning personnel shall be considered as employees of the Contractor for purpose of labour laws.

4. The Contractor shall provide to the EDC from time to time a list of employees along with their residential addresses and photographs.

5. If any materials of the EDC are damaged/lost by any of the employee of the Contractor, they shall be fully responsible to make good the said damages, within 15 days of notice from the EDC .
6. The contractor shall personally run the Contract and in no way they shall sub-contract or assign the said work or rights to anyone else without prior written permission of EDC Limited.
7. The internal office area, front corridors and open spaces, porch shall be swept and cleaned before 9.30 a.m. every day. Also toilets, furniture, fans, computers etc. shall be cleaned before 9.30 a.m. and 2.30 pm every day.
8. The workers should however remain in EDC House till 4.00 p.m. and attend works like cleaning of window/door glasses, fans and other cleaning works entrusted by the EDC.
9. The floor shall be cleaned using high power deodorant liquid soap, which is free from scum formation. Also regular cleaning shall be done using phenol on flooring areas.
10. The EDC shall pay the Contractor every month, the agreed monthly amount plus GST against the bills to be submitted by the Contractor. The EDC shall have the right to deduct part or full from the monthly amount if the work or part of it is found not satisfactory by the EDC.
11. The Contract shall be for a period of one year till 31/3/2022. The contract shall be extended for another one more year at same amount with mutual consent of the contractor.
12. The contractor shall strictly observe instructions issued by the EDC in fulfillment of the contract from time to time.
13. The EDC will have right to terminate the contract by giving 7 days notice in case of any violation of any condition of contract by the Contractor or for their not

doing work as per scope of work inspite of notice to the Contractor to follow the condition/s or to do the work, as per the scope of work, as the case may be.

14. In case of any dispute on account of termination etc of the personnel of the contractor, it shall be the entire responsibility of the contractor to pay and settle the same.
15. In the event, if any dispute arises touching the clauses of agreement the matter will be referred to Managing Director, EDC and his decision will be binding on both the parties.
16. If any amount is found payable by the Contractor towards wages, allowances and statutory dues in respect of personnel or any loss of the office property, the same shall be adjusted from the security deposit/monthly payments to the extent of the amount so deposited reserving right to recover the deficit amount through other mode of recovery including right to terminate the contract without notice.
17. The Earnest Money Deposit of Rs.50,000/- of successful tenderer will be retained as Security Deposit till end of the Contract. The Earnest Money Deposit of unsuccessful tenderer will be returned without any interest. In case of breach of terms and conditions the Security Deposit or its part will be forfeited. The decision of the EDC on such forfeiture shall be final and binding on the Contractor.
18. The Contractor shall pay Minimum Wages prescribed by Govt. of Goa to the personnel employed by them for the work.
19. The Cleaning personnel deployed should know Konkani/Hindi and preferably English. The staff of the contractor will have to wear uniform of chocolate red in colour and shall be issued Identity cards.
20. The Contractor shall not be entitled for any revision in rates on account of change in laws or taxes or charges during the contract period.

21. The Contractor shall be directly responsible for day to day performance of their duty to the EDC. The Contractor shall strictly adhere to the instructions, orders issued by the EDC from time to time in regard to the cleaning work.
22. The Contractor shall enter into an agreement with EDC as per the draft to be finalized by EDC.
23. The Contractor shall follow all the rules, laws of the land and should keep EDC indemnified from any sort of loss or damage caused to the property of EDC due to act or omission of Contractor or its employees.
24. The necessary TDS shall be made as per the applicable law.
25. In case of disputes, the courts in Panaji - Goa only will have jurisdiction.
26. The contractor shall quote Lumpsum monthly amount. The monthly amount shall be inclusive of all taxes except GST which will be paid separately as applicable.
27. The contractor shall submit police verification report of all the employees employed by the contractor issued by the local police station with their respective photographs within the period of 90 days from the date of commencement of the contract.
28. Further the contractor shall make provision to provide additional personnel as and when required.
29. In view of COVID-19 which has been declared as a pandemic by WHO, sanitizers, masks, gloves and handwash shall have to be provided to the security personnel by the contractor.

## APPLICATION FORM

**Photograph**

**Of**

**Applicant**

1. Name of Contractor :

2. Full address:

a) Office address

b) Local office address

3. E-mail Address

4. Telephone/Mobile No. : Tel \_\_\_\_\_ Mob.: \_\_\_\_\_

5. Constitution

6. Name of Proprietor/Partner/Director

7. Details of EMD Deposit - Rs.

8. Lumpsum amount for per month Rs.

Date

Place :

( Signature of Applicant )