

MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE
TECHNOLOGY Limited (MAHAPREIT),
(A Subsidiary of MPBCDC.)



TENDER: FOR SELECTING HOUSEKEEPING PROVIDER AGENCY.

TENDER No. MAHAPREIT/Housekeeping /1/2025

TENDER Date: 06/10/2025

**Mahatma Phule Renewable Energy and Infrastructure Technology Limited, GOVERNMENT OF
MAHARASHTRA.**

E-mail: -dgmadmin@mahapreit.in

**Website: - [https:// mahapreit.maharashtra.gov.in/](https://mahapreit.maharashtra.gov.in/)
<https://mahatenders.gov.in> and <https://mahapreit.in/>**

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**MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY
LIMITED (MAHAPREIT)**

TENDER FOR SELECTING HOUSEKEEPING PROVIDER AGENCY.

E-Tendering Portal: <https://mahatenders.gov.in> and <https://mahapreit.in/>

NOTICE INVITING BIDS

1.1. Overview:

This tender invite eligible and experienced housekeeping service provider to submit bids for the provision of comprehensive Housekeeping at Mahatma Phule Renewable Energy & Infrastructure Ltd., Mumbai. The objective is to maintain a clean, hygienic, and orderly environment across all designated premises through efficient deployment of trained housekeeping personnel, equipment, and eco-friendly cleaning materials. The selected agency will be responsible for day-to-day cleaning, waste disposal, sanitation of washrooms, maintenance of floors, and upkeep of common areas, ensuring compliance with applicable health and safety standards. Bidders must meet the specified eligibility criteria, demonstrate relevant past experience, and possess adequate workforce capacity and financial stability to undertake the contract. The contract will be for one year, extendable or curtailed based on performance and terms outlined in this TENDER.

1.2. Invitation: Online quotations are invited from eligible and experienced Service Providers through the e-Tendering portal.

1.3. Time Schedule of e-Tender Notice

Sr. No.	Details	Start Date	End Date
1	Sale of Tender document & Document Download	06/10/2025	30/10/2025
2	Pre-bid Meeting date (Online / Offline)	14/10/2025	
3	Last Date and time of Bid Submission	30/10/2025	
4	Opening of Bid		
4 (a)	Date and time of opening of Technical Bid	31/10/2025 at 15:00 Hrs.	
4 (b)	Date and time of opening of Price Bid	Will be informed later.	

TIME SCHEDULE OF OPENING OF THE e-TENDER

1.	TENDER No.	MAHAPREIT/1/2025
2.	MODE OF TENDER	Online submission of Part I - and Part II Techno- Technical Bid–Commercial and Price Bid through https://mahatenders.gov.in and https://mahapreit.in/ The intending Bidders are required to submit their offer electronically through this e-tendering portal. No physical tender is acceptable.
3.	Date of publication of TENDER through Publication in MAHAPREIT websites: https://www.mahapreit.maharashtra.gov.in and https://mahatenders.gov.in and https://mahapreit.in/	06/10/2025
4.	Last Date of Sale of tender at https://mahatenders.gov.in and https://mahapreit.in/	30/10/2025
5.	Date & Time of Submission of tender at https://mahatenders.gov.in and https://mahapreit.in/	30/10/2025, 15:00 Hrs.
6.	Date and time of opening of Part-I (Techno-Technical Bid)	31/10/2025, 15:00 Hrs.
7.	Date and time of opening of Part-II (Price Bid)	Will be informed later

Key Details

- Website for Tender Documents:** <https://mahatenders.gov.in> and <https://mahapreit.in/> **Tender Fees:** Rs. 1,000/- (+18% GST) (Non-Refundable) to be paid online by NEFT / RTGS.
- Earnest Money Deposit (EMD):** Rs 24,840/- (Twenty-four thousand eight hundred forty only/-) to be paid online by NEFT / RTGS / payment Gateway provided on E-tendering portal <https://mahatenders.gov.in> and <https://mahapreit.in/>.
- Submission:** Online submission only through the e-Tendering portal.
- Technical and Financial Proposals:** Bidders must submit technical and financial proposals in the formats provided in the TENDER document.

Contact Information: For assistance with e-Tender submissions, please contact the Help Desk at <https://mahatenders.gov.in> and <https://mahapreit.in/>

DEFINITIONS AND E-TENDER DATA

A. DEFINITIONS:

1.0 MAHAPREIT:

MAHAPREIT shall mean the Mahatma Phule Renewable Energy and Infrastructure Technology Ltd. (a Subsidiary Company of MPBCDC Ltd.). The Head quarter of the MAHAPREIT is Mumbai.

1.1 REGISTERED ADDRESS FOR COMMUNICATION:

Mahatma Phule Renewable Energy and Infrastructure Technology Ltd
(MAHAPREIT), (A Subsidiary Company of MPBCDC Ltd)
B-501, Pinnacle Corporate Park, Next to Trade Center, Bandra Kurla Complex, Bandra East,
Mumbai 400051.

1.2 WEBSITE:

Website means official web sites for e-tendering having following web address
<https://mahatenders.gov.in> and <https://mahapreit.in/>

Website means Official Website of MAHAPREIT <http://www.mahapreit.in>

1.3 Executive Director

Executive Director shall mean Executive Director of MAHAPREIT.

1.4 COMPETENT AUTHORITY: Competent Authority shall mean the Managing Director of MAHAPREIT.

1.5 CONTRACTOR: Contractor shall mean the, firm or company who enters into contract, with the MAHAPREIT LTD and shall include their executors, administrators, successors and submitted assignees.

INVITATION OF TENDER

Interested Tenderers may download further information on the Tender Form and inspect the Tender Documents from-<https://mahatenders.gov.in> and <https://mahapreit.in/>

1. Tender Documents fee shall be paid by NEFT / RTGS. EMD must be paid by using NEFT/RTGS /Bank Guarantee (Bank Details Provided In the tender document) and upload its receipt online in pdf/jpg/zip. Department will verify transaction number of paid amount of Tender fees and EMD after technical opening of tender, if any mismatch occurs that vendor will be rejected for commercial opening.
2. All the contractors have to purchase class II Or Class III digital certificate and digital certificate should be having pair 1. Sign Verification 2. Encryption / Decryption
3. All the contractors have to submit/Upload their documents in .pdf /jpg format.
4. DD/FDR will not be allowed for Tender Fees.
5. MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY Limited reserve the right to accept or reject, any or all tender(s) in whole or in part, or place the orders in whole or in part, without assigning any reason

Summery Details

Sr. No	Particulars	Details
1	Name of work	Selection of Housekeeping Service Provider Agency.
2	Estimated Cost.	24,84,000/- (Twenty-four lakhs eighty-four thousand only.)
3	Offer Document Cost Rs.	Rs. 1,000/- (+18% GST) (Rupees Ten Thousand Only) (+18% GST) (Non-Refundable) to be paid through Online Payment Modes i.e. Net Banking, Debit Card and Credit Card during Tender Document Download Stage.
4	Earnest money (EMD)	1. Earnest Money Deposit (EMD) for an amount of Rs.24,840/- (Twenty-four thousand eight hundred forty only/-)
5	Mode of payment (EMD)	E.M.D. amount shall be paid through NEFT/RTGS.
6	Security Deposit	1)Initial 2.5% by way of bank guarantee/ Bank Transfer. 2) Through First RA bills 2.5%.

7	Mode of Submission of TENDER	TENDER should be Submitted online on https://mahatenders.gov.in and https://mahapreit.in/
8	Period of Work	1 Year
9	Contact Details of MAHAPREIT Official Address: Email: Phone:	Pinnacle Corporate Park, MAHATMA PHULE RENEWABLE ENERGY AND INFRASTRUCTURE TECHNOLOGY LTD (MAHAPREIT)- 5th floor, next to Trade center, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra 400051. dgm.admin@mahapreit.in Shri. Satish Chawre, DGM (Admin) – 8879770691
10	Any addendum / corrigendum /cancellation	Any addendum/corrigendum/cancellation of above TENDER will be published on the web-site https://mahatenders.gov.in and https://mahapreit.in/
11	Bid Documents	Bid Documents consisting of, information and eligibility criteria, plans, specification and schedule of quantities of the works are available on web-site https://mahatenders.gov.in and https://mahapreit.in/ and the set of terms and conditions of contract and other necessary documents can be seen on the web-site till last date of sale and receipt of TENDER papers. Interested Bidder may obtain further information at the web-site Portal https://mahatenders.gov.in and https://mahapreit.in/
12	Bid Documents acceptance period	The bid for the work shall remain open for acceptance for a period of 180 days from the last date of receipt of bids. If any Bidder withdraws his bid/ offer before the said period or makes any modification in the terms and condition of the bid, the EMD at the time of submission of TENDER shall stand forfeited.
13	Other details	Other details including details of Portal Registration, Submission of bid, Resubmission and withdrawal of bid can be seen in the bidding documents which is available in web-site https://mahatenders.gov.in and https://mahapreit.in/
14	Documents to be uploaded	The PDF copies of original Documents should be uploaded on above mentioned web-site as per Para of this TENDER Booklet and should be produced in the verification on demand after opening of the Technical Bid. The Bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal https://mahatenders.gov.in and https://mahapreit.in/ away from opening place. The bids can only be opened by the pre designated officials only after the opening time mentioned in the bid. In the event of the specified date of bid opening being declared a holiday the bid will be opened at the appointed time and transaction in the next working day.
15	TENDER Acceptance Authority	Managing Director, MAHAPREIT

16	Bank Details for the submission of Tender Fees and EMD	Bank Name	STATE BANK OF INDIA
		Account Name	MAHATMA PHULE RENEWABLE ENGERGY AND INFRA.
		Account No	42806014198
		IFSC:	SBIN0009995
		Branch Code:	09995
		Branch Address	NEVILLE HOUSE J.N. HEREDIA MARG BALAR ESTATE, FORT MUMBAI 400001, MUMBAI

This tender document is not transferable.

The MAHAPREIT reserves the right to accept any of the applications or reject any or all the applications received for the above subject without assigning any reason thereof.

In order for MAHAPREIT to meet the target dates, Bidders are expected to respond expeditiously to clarifications, if any, requested during the evaluation process. MAHAPREIT shall adhere to the above schedule to the extent possible. MAHAPREIT, however, reserves the right to modify the same.

Sd/-
E.D. (Admin)

CHECK - LIST

Bidders are requested to duly fill in this Check List. This checklist contains certain important parameters only so as to facilitate the bidder to make sure that the necessary data/information is provided. This, however, does not relieve the bidder of his responsibility to make sure that his offer is otherwise complete in all respect. Bidders are requested to tick mark the relevant option.

I.	Whether the bidder has completed the Letters of Transmittal as per format given in the offer document.	YES / NO
II.	Whether the requisite receipt of Earnest Money Deposit (EMD) from the bidder has been enclosed with the technical proposal.	YES / NO
III.	Whether the following details have been furnished:	
	Information of the Organization as per format given in offer document including Certified copies of Profit & Loss Account, Balance Sheet etc.,	YES / NO
	Power of attorney of the person signing the offer and attested signature of the signatory.	YES / NO
	Has it been ensured that there are no over-writings in the offer? Have corrections been properly attested by the persons(s) signing the Bid	YES / NO
IV.	Are all the pages of the offer submitted consecutively numbered, signed and stamped by the person(s) signing the offer.	YES / NO
V.	bidder has quoted his offer strictly as per the form of financial offer given in the offer document.	YES / NO
VI.	Documents related to Eligibility criteria as mention in pre-qualification criteria	YES/NO

(Signature of bidder)

SECTION - 1
INTRODUCTION

INTRODUCTION

1. BACKGROUND:

1.1 Mahatma Phule Renewable Energy and Infrastructure Technology Ltd (MAHAPREIT) - MAHAPREIT was set up in April 2021 to venture into RE and Green technology areas and infrastructure projects as fully owned subsidiary of MPBCDC and the Govt of Maharashtra has allowed to take up RE and Green energy, Infrastructure projects on Govt-to-Govt basis (G2G basis) vide GR dated 10th July 2023. Government of Maharashtra has set up the "Mahatma Phule Backward Classes Development Corporation on July 10, 1978 under the Companies Act, 1956 with the main objective of accelerating the economic upliftment of the economically weaker families of SC communities in the State of Maharashtra. The ratio of shareholding between State and Central Government is 51:49 % respectively having authorized share capital of Rs. 1000 Crore.

1.2 MAHAPREIT having objectives to establish and carry-on business of Generating, Trading, Operating, Leasing and Renting Renewable Power Projects, mainly but not limited to Solar Power Projects including Solar Parks along with sub-stations and transmission lines on ownership and/or build, own and transfer basis. Further objects are to establish and/or carry on business in relation to Decarbonization and energy efficiency, battery storage solutions, alternative fuel cell technology and climate change issues in accordance with Ministry of New and Renewable Energy (MNRE) schemes/policies or Ministry of Power or any such department of Govt of India (GoI) and its PSU/companies and Govt of Maharashtra (GoM) Energy dept's Renewable Energy Policy as amended from time to time and all incidental and allied activities required for such business.

1.3 NAVYUG SCHEME

MAHAPREIT implements "NAVYUG SCHEME" to get the integrated, inclusive and comprehensive effects of all the input supports of MAHAPREIT company to the target beneficiaries of MPBCDC Limited as defined from time to time by Govt of Maharashtra.

MAHAPREIT undertakes such projects under different verticals like –

- i Renewable Energy with Solar Power, hybrid and RE centric Projects,
- ii ESCO model Energy saving Scheme for ULB & Govt of Maharashtra agencies.
- iii Agro Processing Value Chain and Biofuels,
- iv Affordable Housing, ARHS and schemes under MoUHA, GoI under EWS and PMAY,
- v Highway and Infrastructure Projects,
- vi Environment and Climate Change,
- vii New and Emerging Technology Projects especially in Green Hydrogen, Futuristic Energy Integration Projects,
- viii Software Technology and Application-Based Services and CSR Projects.

2. ELIGIBILITY CRITERIA:

Please attach supporting documents for the following as per the Check List (other than the Annexure):

2.1 Experience:

The bidder must have a minimum of **3 years of experience** in providing housekeeping or similar facility management services to Government Departments, Public Sector Undertakings, or reputed private organizations, should have executed the housekeeping work order to the value of Rs. 12 lacs in last three years. Documentary evidence such as works orders, completion certificates, or agreements must be submitted as proof.

2.2 Annual Turnover:

The bidder should have an average **annual turnover of at least 8 lakhs** during the last three financial years. certificates from Chartered Accountants shall be submitted to verify the same.

2.3 Net Worth:

The bidder should have a **positive net worth** as on the last financial year. The bidder must submit a net worth certificate issued by a Chartered Accountant confirming the financial stability of the company.

2.4 Blacklisting/Debarment:

The bidder should not be **blacklisted or debarred** by any Government agency, PSU, or other competent authority at the time of bid submission. A self-declaration to this effect on the bidder's letterhead must be submitted along with the tender. Further, if the tenderer is found blacklisted in India before award of contract by any Government agency, the Tender will be rejected.

3.SCOPE OF WORK, STATUTORY AND CONTRACTUAL OBLIGATIONS & TERMS OF PAYMENTS OF HOUSEKEEPING SERVICE PROVIDER AGENCY:

- **General scope of work:** The selected Housekeeping Service Provider shall be responsible for maintaining cleanliness, hygiene, and general upkeep of the premises across four (4) different floors of the office building. ie. 3rd, 5th, 6th & 7th floor of MAHAPREIT office situated in pinnacle corporate park, bkc, Bandra (east).

A total of 10 housekeeping staff is to be deployed on-site as per the requirement, ensuring complete coverage of all designated areas throughout the working hours. Following is detailed scope of work: -

I. Cleaning Services

- Daily sweeping, mopping, dusting of floors, furniture, equipment's, workstations, corridors, toilets, and common areas.
- Cleaning of glass panes, partitions, window sills, skirting, doors, and signage.
- Regular toilet cleaning with disinfectants every 2-3 hours.

II. Consumables & Materials

- Supply and refilling of tissue rolls, liquid soap, hand sanitizer, naphthalene balls, air fresheners, etc.
- Use of eco-friendly, branded materials only.

III. Waste Management

- Collection and disposal of dry and wet waste as per local authority norms.
- Maintenance of cleanliness around garbage bins.

IV. Periodic/Deep Cleaning Activities

- Weekly polishing/scrubbing of floors, glass cleaning, and cobweb removal.
- Monthly deep cleaning of carpets, chairs, curtains, etc.
- Quarterly pest control and disinfection.

V. Housekeeping Requirements

- Trained, uniformed housekeeping personnel.
- Staff to report on time and maintain discipline, hygiene, and courteous behavior.
- Deployment based on location requirements and shift rotation.

VI. Machinery & Tools

- Machines such as vacuum cleaners, scrubbing machines, wringers, mops, dusters, etc.
- Agency to maintain all tools in good working condition.

VII. Utilities and Support Materials

- The Agency shall provide all utilities required for daily cleaning and dusting, including buckets, mugs, spray bottles, wipes, brushes, microfiber cloths, gloves, and any other necessary accessories to ensure uninterrupted Housekeeping.

VIII. Monitoring and Reporting

- Maintenance of daily checklist, attendance, and complaint register.
- Monthly performance reports to be submitted to the department.

IX. Work Timings

- Services to be provided from 08:00 AM to 06:00 PM, Monday to Saturday.
- Emergency Housekeeping on Sundays/holidays as & when required.

3.1 Liability for impermissible acts: Service Provider & the person(s) selected for performing/ providing the housekeeping works shall be, jointly and severally, liable for any/all damage(s) or punishments or other consequences due to their undesirable or unethical or illegal or impermissible acts or behavior, whether in the course of their duty & work related to the performance of the outsourced functions/services or whether in relation to any other matter, whether inside the premises where they are deployed or outside such premises. The Service Provider shall be solely and completely responsible for observance of discipline of the deployed person(s), including strict punctuality and observance of work hours/timings.

- 3.2 Maintenance of discipline and decorum:** It shall be ensured by the housekeeping Service Provider that the persons provided and deployed by the Service Provider with the MAHAPREIT for performance of housekeeping services are polite, cordial, loyal, disciplined, sincere, punctual, positive and efficient while handling the assigned work and their actions should promote goodwill amongst the officers/officials of the MAHAPREIT or general public and their conduct should in no way demean the image of MAHAPREIT or the Government. They will abide by office dress code and come to office in formal attire only. They will not attempt or commit any illegal or immoral acts or consume alcohol or drugs and always adhere to conduct rules applicable in State Government offices. Breach of these shall make them liable to be discharged immediately and in case of such discharge the Service Provider shall be bound to provide and deploy substitute personnel of satisfactory competence and antecedent in replacement of discharged personnel immediately. Decision of the MAHAPREIT in this regard shall be final.
- 3.3 Non-interference:** It shall be ensured by the housekeeping Service Provider that the persons provided and deployed by the Service Provider with the MAHAPREIT for performance of housekeeping services shall in no way interfere with the duties and work of the officers and officials of the MAHAPREIT or the Government.
- 3.4 Replacement of personnel:** The MAHAPREIT may direct the Service Provider to replace from the site of work any Housekeeping personnel supplied by the service provider for reasons of incompetence or misconduct or indiscipline or security risk or conflict of interest or breach of confidentiality or deterioration of health or incapacity due to any mishap or any other reason prejudicially affecting interest of the MAHAPREIT or the Government and in such case the service provider shall forthwith comply with such direction.
- 3.5 No right to claim employment:** There will not be any relationship of employer and employee or principal and agent between the MAHAPREIT or its Subsidiary and outsourced persons/contract labor. Outsourced personnel supplied by the selected Service Provider shall not be entitled to any kind of permanent/temporary employment or engagement or absorption in the office of the MAHAPREIT or State Government in future on the basis of services provided by them under the contract, entered into between the Service Provider and the MAHAPREIT, for supply of housekeeping services.
- 3.6 No right to claim continued deployment as outsourced personnel:** Their engagement in pursuance of this TENDER shall not entitle the outsourced personnel supplied by the selected Service Provider to any right to even continued service as outsourced personnel for any particular period. The Management of MAHAPREIT or any other office of MAHAPREIT shall not be under any obligation to outsource them through present or any future Service Provider for any period at any point of time whatsoever. They shall not claim such right before any authority or Tribunal, relating to labor dispute or in any court of law. They have to furnish an undertaking in this regard in prescribed format.
- 3.7 No liability of MAHAPREIT for mishap:** In the event of any mishap or accident in respect of any such person(s) supplied to this office by the Service Provider, whether during work/office hours or otherwise or

whether inside or outside the office premises, no responsibility/liability (whether pecuniary, civil or criminal) shall lie with the office of the MAHAPREIT or Government of Maharashtra and the Service Provider shall be solely responsible for any responsibility/ liability.

- 3.8 Service provider should be contactable:** Service provider shall be contactable at all times and message sent by phone/ email/fax/ special messenger from this office to the service provider shall be acknowledged immediately on receipt of the same on the same day. The office of the MAHAPREIT shall maintain a log book of calls made and letters sent to Service Provider vis-a-vis responses received or not received. Failure to respond shall be considered as failure to give required service and the Service Provider may terminate contract after giving opportunity of being heard.
- 3.9 Instructions to be followed strictly:** Service provider shall strictly follow the instructions issued by this office in fulfillment of all terms and conditions of contract from time to time.
- 3.10 No liability for theft, damage etc.:** MAHAPREIT or the Government shall not be liable in any manner for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the person(s) supplied by the service provider.
- 3.11 Responsibility of outsourced persons to take care:** Service Provider shall ensure that the goods, materials and equipment's etc. supplied to the person(s) for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for all acts of omission and commission on the part of that person(s). If it is proved that any outsourced person has damaged or destroyed or stolen or caused harm to any of the assets of the office of the MAHAPREIT, the concerned outsourced person and the Service Provider shall be liable jointly and severally to face all types of actions including compensatory recovery.
- 3.12 Increase and decrease of number of persons:** The MAHAPREIT may increase or decrease the number of persons supplied for performance of housekeeping services at any time depending upon the work in the office of the MAHAPREIT and the service provider shall be bound to increase or decrease the number of persons supplied for performance of housekeeping services on receipt of such a request from the MAHAPREIT.
- 3.13 Execution of contract:** The successful bidder shall enter into an agreement/contract by signing it as well as copy of this TENDER with the MAHAPREIT for supply of Housekeeping for performance of outsourced services at the terms and conditions specified in this TENDER. The contract will be valid for a period of 1 year commencing from the date of starting the work.
- 3.14 Amendment:** The contract under this TENDER may be amended if directed by any authority superior to the MAHAPREIT and mutually agreed by the Service Provider.
- 3.15 Prohibition against sub-contract etc.:** Service provider shall not assign, transfer, pledge or sub-contract the services of the person(s) without prior consent of MAHAPREIT.
- 3.16 Withdrawal of personnel:** On expiry of the contract, Service provider shall withdraw all its personnel from 0000 hours midnight of the day immediately succeeding the date on which contract expires.

- 3.17 Prohibition against engagement of minors:** It shall be ensured by the Service Provider that the persons supplied and deployed by the Service Provider with the MAHAPREIT for performance of outsourced services shall not be minors or prosecuted in any court of law or convicted for any offence or blacklisted/rusticated/expelled by any other office. They must be citizens of India.
- 3.18 Resolution of disputes:** In the event of any dispute arising in respect of the clauses of the agreement, the matter will be referred to the Managing Director, MAHAPREIT, whose decision shall be final and binding on both the parties.
- 3.19 Jurisdiction with courts in Mumbai only:** Any dispute regarding any matter related to this TENDER or subsequent matters arising out of this TENDER shall be subject to the jurisdiction of the Court(s) at Mumbai (Maharashtra) only.
- 3.20** The contractor / company / agency shall comply with all the legal requirements and provisions under Minimum Wages Act, 1948 including obtaining license under Contract Labor (R&A) Act, 1970, registration with EPF and ESIC, Service Tax, Bonus etc. as may be applicable.
- 3.21** The contractor shall provide the proof for payment of statutory dues along with their monthly invoice.

4 CONTRACT DURATION:

The Agency will be appointed for a period of One year from the date of commencement of contract.

SUBMISSION OF PROPOSAL

5 BRIEF DESCRIPTION OF BIDDING PROCESS:

- 5.1 The offer shall be submitted online in two envelopes viz., “Technical Proposal” and “Financial Proposal”.
- 5.2 The Financial Proposal shall be submitted online only.
- 5.3 The date and time of receipt of offer shall strictly apply in all cases.
- 5.4 The person or persons signing the offer shall state in what capacity, he is or they are signing the offer viz., as a Authorized Signatory/Director etc. of a Private Limited /Limited company.
- 5.5 In the case of partnership firm, the names of all the partners should be disclosed and the offer shall be signed by all the partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed / Power of Attorney should be furnished along with the offer.
- 5.6 In the case of a limited company, the names of all the Directors should be mentioned and the offer should be accompanied by a certificate, certifying that the person signing the offer is empowered by a resolution of the Board of Directors to do so on behalf of the company and certified copy of resolution along with a copy of Memorandum and Articles of Association of the Company should be furnished. All the pages of the offer must be signed / initialed by the person signing the offer.

6 INSTRUCTION FOR BIDDERS:

- 1) Please download this document and read carefully.
- 2) Sign all the annexure at the space provided for signature.
- 3) After signing all the pages, scan them with the sequence as per page number given at top right corner.
- 4) Also scan all the supporting documents.
- 5) All the supporting documents should be self -attested.
- 6) Create a pdf file of scanned pages.
- 7) Login to <https://mahatenders.gov.in> and <https://mahapreit.in/>
- 8) Upload the pdf file properly signed by the bidder or his authorized representative.
- 10) Bidder need to submit all required documents as mention in pre-qualification & evaluation criteria

- 6.1 MAHAPREIT reserve the right to postpone and/or extend the date of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from the MAHAPREIT.
- 6.2 The contractor / company / agency submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.

7 PROCEDURE FOR SUBMISSION OF PROPOSALS:

The interested offeror will have to submit Technical and Financial proposals online only.

7.1 TECHNICAL PROPOSAL –

- (a) To be eligible for the appointment, the offeror shall provide satisfactory evidence to MAHAPREIT of their eligibility, capability and adequacy of resources to carry out the contract effectively. For this purpose, all offers submitted shall include the following information in the Technical Proposal as per the formats given in Appendix – 1 with documentary evidence wherever necessary.
- (b) Letter of Transmittal for submitting the Technical Proposal as per format given in Annexure-A. The receipt of online payment of Earnest Money Deposit (EMD) shall be attached to this Annexure.
- (c) Certified copies of Balance Sheet and Profit and Loss Account of the last 3 financial years. (Annexure-
- (d) Experience Certificates from the clients certifying relevant work experience (State Govt. departments, PSU's, Central government etc.) (Annexure-D).
- (e) The offer document along with corrigendum or addendum shall be duly signed / initialed on all pages and stamped and enclosed in the technical proposal. In case the documents are misplaced or wrongly placed in the folders or the documents are mixed up in the offer being submitted by the offeror, then such offers will be rejected.
- (f) MAHAPREIT reserves the right to accept or reject any or all proposals without assigning any reason.

7.2 FINANCIAL PROPOSAL:

- (a) All offers submitted online shall include following information in the Financial Proposal as per the formats given in Appendix-2 with documentary evidence wherever necessary.
- (b) Financial Proposals as per format given in Annexure-F.
- (c) The Financial Offer shall be submitted as per Form of Offer given in Annexure- F.
- (d) The offeror shall not quote his offer anywhere else directly or indirectly.

NOTE:

The offeror should be careful in quoting the rate as once the tender is accepted; representation with a view to raising the same under any circumstances will not be entertained.

8 DATE AND TIME OF SUBMISSION OF OFFER:

The offer shall be submitted online by the Agency on the date & time as stated in the e-tender notice. The MAHAPREIT may at its discretion, extend the deadline for submission of offer by issuing an addendum in which case, all rights and obligations of the MAHAPREIT and Agency previously subjected to the original dead line shall be subjected to the new dead line.

9 MODIFICATION AND WITHDRAWAL OF OFFER:

If after submission of the offer the Agency withdraws its offer or unilaterally modifies the same during its validity, without prejudice to any other rights and power of the MAHAPREIT hereunder or in law, the full amount of the Earnest Money deposited by Agency shall stand forfeited.

10 NON-TRANSFERABLE OFFER:

The offer is not transferable. Only the party / agency who has purchased the offer document shall be entitled to use it.

11. EVALUATION OF OFFERS:

- 11.1. Offers received and found valid will be evaluated to ascertain the best offer in the interest of MAHAPREIT.
- 11.2. The Agency should take enough care to submit all the information sought by MAHAPREIT in the desired formats.
- 11.3. The offers are liable to be rejected if information is not provided in the desired formats. The proposals shall be evaluated based on the Eligibility Criteria.
- 11.4. The Technical Proposals will be opened online in the presence of the Agency/authorized representatives of the Agencies present at the stipulated time indicated in the notice or at such time informed separately by the MAHAPREIT to all the participating Agencies.
- 11.5. After scrutinizing and evaluating the Technical Proposals, the Financial Proposals of the eligible short-listed Agencies will be opened online. The time and date for opening the Financial Proposals online shall be notified subsequently by MAHAPREIT to the said eligible short-listed Agencies.
- 11.6. All Financial Proposals of the Agencies, whose technical proposals do not contain the specified documents or any of the specified document is missing or the eligibility criteria is not fulfilled as stipulated, will be separated, and they shall not be opened. A note indicating the nature of deficiency and the fact that it is not opened will be recorded without communication to any of the Agencies.

12. VALIDITY:

The proposal shall be kept valid for a period of 180 days from date of opening of the financial proposal. Thereafter it shall be treated as valid until the Agency withdraws it in writing or till the selection procedure is complete.

13. EARNEST MONEY DEPOSIT (EMD)

- 13.1** The Agency shall furnish, as part of his offer, an EMD of: Rs 24,840/- (Rupees twenty-four thousand eight hundred forty Only)/-
- 13.2** The EMD to be furnished shall be paid online through NEFT / RTGS / payment Gateway provided on E-tendering portal <https://mahatenders.gov.in> and <https://mahapreit.in>/or in the form of Bank Guarantee.
- 13.3** Any offer not accompanied by EMD shall be rejected.
- 13.4** In the event of offer being not accepted, the amount of EMD deposited by the Agencies shall, unless it is prior thereto forfeited under the provisions of Sub Clauses below, be refunded to him. The EMD shall not carry any interest.
- 13.5** If after submitting the offer, the Agency withdraws his offer or modifies the same, without prejudice to any rights and remedies of the MAHAPREIT, hereunder or in law, the MAHAPREIT shall forfeit the full amount of EMD deposited by the Agency.
- 13.6** The Earnest Money Deposit will be forfeited by the MAHAPREIT if the offer is withdrawn by the Agency after its closing date and before the expiry of the validity period.
- 13.7** If it is discovered that the Agency has submitted more than one offer under different names, all their offers will be rejected and all Earnest Money in respect thereof will be forfeited.
- 13.8** In the event of the bid being accepted, subject to provisions of the sub clause 13.9 below, the said amount if so, requested by the bidder, can be appropriated towards the amount of Performance Security payable by him under the conditions of contract.
- 13.9** If after submitting the offer, the bidder withdraws his offer or modifies the same or if after acceptance of his offer, fails or neglects to furnish the Performance Security, without prejudice to any rights and remedies of the MAHAPREIT hereunder or in law, the MAHAPREIT shall forfeit the full amount of EMD deposited by the Bidder with the MAHAPREIT.
- 13.10 EMD shall be forfeited if-**
- i) Tenderer fails to accept the work order OR
 - ii) If a Tenderer withdraws its tender during the period of bid validity as specified in the Tender.
 - iii) In case of a successful Tenderer, if the tender fails to,
 - a. to sign the contract in accordance with Terms & Conditions OR
 - b. to furnish the security deposit.

14. CONFIDENTIALITY:

After opening the offer, no information relating to the examination, clarification, evaluation and comparison of offers and recommendations concerning the award of contract shall be disclosed to the Agency or other persons.

Any effort by any Agency to influence the MAHAPREIT in the process of examination, clarification, evaluation and comparison of offers and in the decision concerning the award of contract may result in rejection of its offer.

15. CLARIFICATION OF TENDER:

Bidder need to submit carefully all required documents at the time of bid submission date

16. OFFER LIABLE FOR REJECTION:

The offer is liable to be rejected if on opening it is found that:

- 16.1 The Agency has not strictly followed the procedure laid down for submission of offer.
- 16.2 Additions, corrections or alterations are made by the Agency on any page of the offer document.
- 16.3 Any page or pasted slip is missing from offer document.
- 16.4 The Agency has not signed the offer as stipulated in the Offer Document.
- 16.5 The Agency has specified any additional condition(s).
- 16.6 The Agency has not attached any of the documents listed in the Technical Proposal, the Original Terms of Reference and any Corrigendum or Addendum or both, if issued.
- 16.7 The Agency has made misleading or false representations in any of the forms, statements and attachments submitted in proof of the qualification requirements and/or has a poor and unsatisfactory record such as non-compliance with the contractual obligations after issuance of work order, abandoning the work, not properly or otherwise completing contracts.
- 16.8 The Agency has not submitted the original Offer Document.

17 CORRECTION OF ERRORS:

If there is any discrepancy between the offer quoted in figures and in words, the lower of the two will be treated as the offer.

18 MODE OF PAYMENT:

The agency shall submit the monthly bill/invoice, which shall be got duly certified by the authorized signatory and the same shall be paid by the MAHAPREIT after making recovery, if any within fifteen days from the receipt of Invoice from the Agency.

19 SETTELEMENT OF DISPUTES:

In case of any dispute or difference of opinion arising between Officer-in-Charge and the Agency, the Agency shall refer the matter to the Managing Director through the officer immediately superior to the Officer-in-Charge with an advance copy to the Managing Director. The decision of the Managing Director shall be final and binding on the Agency. The Agency shall be given reasonable opportunity to represent its case before the Managing Director.

OFFICE IN CHARGE:

The Company” may appoint any person/officer at its discretion as officer in charge and authorize him/her to exercise such powers on behalf of this Company.

1. **STAMP DUTY:**

The contractor shall bear and pay stamp duty and registration charges in respect of the agreement.

2. **FORECLOSURE:**

The Company reserves the right to foreclose the contract at any stage without assigning any reason for such a Foreclosure. The Contractor shall not be entitled to any compensation on account of such Foreclosure.

20. TERMINATION:

- a. If the Contractor shall commit any act of insolvency or shall be adjudged insolvent or shall have an order of compulsory winding up made against it or subject to the supervision of the court or if the Contractor shall suffer execution to be issued or shall suffer any payment under the contract to be attached or shall charge or encumber the contract or any payment due or which may become due to the Company” hereunder or compound with its creditors or if the Contractor fails to observe and perform any of the obligations covenants or agreement on its part herein contained or if the Contractor shall go into liquidation or if the Contractor shall make any default in payment of any amount payable to the Company” under the contract for a period of 30 days after the due date for the payment thereof, or if a receiver, administrator, trustee or liquidator is appointed over substantial part of the Contractor’s assets or if under any law or regulation relating to reorganization, arrangement, readjustment of debts proceedings are started against the Contractor or the Contractor has repudiated the contract or has failed to commence the work within the stipulated time or has failed to comply with the instructions issued by the Company or has given false or untrue information regarding eligibility to offer/bid as revealed in the offer/bid and in the selection process even if it is over or even earlier, or if the Contractor or any of its partners or directors commits any criminal activity or act of moral turpitude or is detained under any preventive law such as TADA, FERA etc., it shall be lawful for the Company, without any notice, to terminate the contract. No claim of any nature whatsoever shall be entertained by the Company.
- b. If during the period the contract is in force, the Company has reason to be dissatisfied with the management and/or performance of the Contractor or his representative, the Company may by notice in writing call upon the Contractor to remove the cause of such dissatisfaction in the way to be indicated in the notice and if the Contractor fails for a period of thirty (30) days of such notice to remedy such cause/s of dissatisfaction to the satisfaction of the Company” then notwithstanding anything contained in the Agreement to the contrary, the Company” shall be at liberty at any time thereafter to terminate the contract by giving the Contractor thirty(30) days’ notice in writing and the contract shall on the expiry of the notice period, stand cancelled and also the performance security shall stand forfeited. No claim of any nature whatsoever shall be entertained by the Company.

- c. **Termination of contract by Service Provider by giving 2 (two) months' notice:** The original contract or a new contract for incorporating additional terms and conditions/for extension of the period of validity of the original contract can be terminated by Service Provider by giving 2 (two) months' notice in advance.
- d. **Termination by MAHAPREIT giving 1 (one) months' notice:** MAHAPREIT can terminate the agreement and engage any other Service Provider by giving 1 (one) months' notice if one or more of the terms & conditions mentioned in this TENDER or agreement are not fulfilled or violated or any of the rules and regulations made by the Government makes it necessary to do so.
- e. **Termination By Bidder:**

In the event of premature termination of the contract by the Contractor, the Company shall have the right not only to forfeit the performance security but also claim damages suffered by the Company.

21. Conflict of interest: -

The selected firm should provide transparent, professional, objective, impartial service and hold MAHAPREIT's paramount with utmost integrity. The selected Firm shall not downstream or outsource any part of the scope of work from any agency or the advisors appointed by the MAHAPREIT or sublet the work assigned. Non-disclosure of such an association will lead to the blacklisting the Agency. In view of the conflict of Interest, any firm having a relation in a Member of the MAHAPREIT shall be barred from applying to the said tender.

APPENDIX – 1
FORMATS FOR TECHNICAL PROPOSAL

Annexure-A

TECHNICAL PROPOSAL

Letter of Transmittal

To
Executive Director (Admin)
MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD.,
5th floor, next to Trade Centre,
Bandra Kurla Complex,
Pinnacle Corporate Park
Bandra East, Mumbai- 400051

Sir,

SUBJECT: OFFER DOCUMENT FOR SELECTION OF HOUSEKEEPING SERVICE PROVIDER AGENCY

I/We _____ organization / agency / firm herewith enclose Technical Proposal for selection of my/our firm/ organization for Offer Document for appointment of housekeeping service provider Agency. I/We undertake and hereby certify that all the particulars submitted as a part of the Technical Proposal and the documents enclosed therein are true to the best of my/ our knowledge and belief. I/ We fully understand that if any of the details are found untrue, the offer will be summarily rejected. I/We have thoroughly read and understood the Terms and conditions of Offer Document, which in token of acceptance thereof, have been signed by me/us and I/We hereby, agree to duly abide by them.

As required by the Terms and Conditions of Offer Document, I/We enclose herewith a receipt of payment of for): Rs 24,840/- (Rupees Twenty-four thousand eight hundred forty only). being the Earnest Money for the above work.

Yours faithfully,

Signature: _____

Full Name: _____ Designation: _____

_____ Address: _____

Tel. Nos: _____

Fax Nos.: _____

(Authorized Representative of the Organization/Firm/Agency)

CORPORATE INFORMATION OF ORGANISATION/ AGENCY

1. Name of Service Provider Agency :

2. Address of Head Office :
With contact No., Fax No.
& e-mail address

3. Name of Concerned Officer :
With contact No., Fax No.
& e-mail address

4. Address of Office in Mumbai :
With contact No., Fax No.
& e-mail address

5. Name of Concerned Officer :
With contact No., Fax No.
& e-mail address

6. Year of Establishment :

7. Legal Status of Housekeeping service provider Agency:
(Public/Private Ltd. Company/
Partnership)

8. No. of Branch Offices in Maharashtra :
(With Address & Telephone No.)

9. Whether the Housekeeping service provider Agency has:
provided Contract Staff Service to any PSU or Govt.
organization?
If so, mention the details

10. Mention Details of following (Attach copy of whichever applicable):

- a. TAN of Agency :
- b. PAN of Agency :
- c. Shop Establishment License No. :
- d. ESIC Certification (Yes/No) :
- e. GST No. :
- f. PF Code :
- g. UAN No. :
- h. Labor License No. :
- i. EPF Registration no. :

11. Any other relevant information housekeeping service provider Agency: Would like to share

Authorized Signatory:

Name of Officer:

Designation:

Office Address:

Telephone & Fax No.:

E-mail Address:

FINANCIAL INFORMATION OF ORGANIZATION / AGENCY

1. Financial Information of the :
Organization / Agency / Firm

2. Annual Turnover (Rupees in Lacs) :

The last Five years

2021-2022 :

2022-2023 :

2023-2024 :

(Certified copies to be attached of Balance
Sheet, Profit & Loss account and Tax audit
Report of Last three years)

3. Whether above mentioned certified : YES / NO
Copies of last three years are attached?

DETAILS OF EXPERIENCE DURING THE LAST THREE YEARS**MAJOR PRESENT CLIENT LIST OF AGENCIES**

Sr. No.	Name of Client	Contract Period	Description of work	Value of work order	No. of Associates provided	Name & Designation of the Concerned Officer of Client	Contact details (Ph., Fax and Mob. No., E-mail Id etc.)
1							
2							
3							
4							
5							

APPENDIX – 2
FORMATS FOR FINANCIAL PROPOSAL

FINANCIAL PROPOSAL

To,

Executive Director (Admin)
MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD.,
5th floor, next to Trade Centre,
Bandra Kurla Complex,
Pinnacle Corporate Park
Bandra East, Mumbai- 400051

Subject: Offer Document for Selection of Housekeeping service provider Agency

Sir,

I/We _____ organization/ agency/ firm
herewith enclose Financial Proposal for selection of my/our firm/organization for the above work.

1. Pursuant to the Offer Document for the above work issued on behalf of the MAHATMA PHULE RENEWABLE ENERGY & INFRASTRUCTURE TECHNOLOGY LTD., (MAHAPREIT), Mumbai, I/We hereby submit my/our offer for above said work.
2. We offer the service fees as indicated in the "Form of Offer" annexed herewith as Annexure D.
3. I/WE have thoroughly read and understood Terms & Conditions of Offer Document, which in token of acceptance thereof, have been signed by me/us and I/we hereby agree to duly abide by them.
4. I/We agree to keep my/our this offer open for acceptance by the Company up to Ninety days from the date of opening the financial proposal and agree not to revoke our offer any time during such period. I/We shall be bound by the communication of acceptance of this offer dispatched by the Company within the aforesaid time.

In the event of my/our offer being accepted by the Company, I/We agree to provide satisfactorily the services required under the contract.

Yours faithfully,

Signature _____

Full Name _____

Designation _____ Address _____

Tel. Nos: _____

Fax Nos.: _____

(Authorized Representative of the Organization/Firm/Agency)

FORM OF OFFER

Sr. No.	Particulars	Rs/Month (in figures)	Rs/Month (in words)
1.	Housekeeping charges with material of HOUSEKEEPING SERVICE PROVIDER Agency (monthly invoice) (excluding GST)		

PLEASE NOTE:

GST is applicable will be reimburse to the successful contractor of subject of supply documents.

Declaration of Materials, Uniforms & Worker Supplies

(To be submitted on the agency's letterhead, duly signed and stamped)

A. List of Cleaning & Dusting Materials Proposed to be Used

Sr. No.	Item Name	Brand/Make	Frequency of Use Daily/Weekly/etc.	Remarks
1	Floor Cleaner			
2	Glass Cleaner			
3	Disinfectant (Toilet/Surface)			
4	Hand Soap / Liquid Soap			
5	Tissue Roll			
6	Air Freshener			
7	Naphthalene Balls			
8	Dusting Cloth / Microfiber Cloth			
9	Mop, Bucket, Brush, Spray Bottles			

Declaration

We, M/s. _____, hereby declare that all materials, consumables, and worker-related items mentioned above will be provided regularly and maintained in good condition throughout the contract period. We assure the quality and hygiene standards as per tender conditions.

Date:**Place:****Authorized Signatory**

(Signature, Name, Designation & Seal)