

File No. MIDS/Deep Cleaning/Tender/ 111 /2025

Date: 25 /06/2025

NOTICE INVITING TENDER

Madras Institute of Development Studies (MIDS) invites sealed tenders under two bid systems from registered and authorized Service Providers/ firms/agencies for providing manpower for deep cleaning at Library as per details given in the tender documents.

2. The tender document can be downloaded from the website www.mids.ac.in from 25-06-2025 onwards.

3. The interested firm's/service agencies should submit the bids in two separate sealed envelopes superscribed as "Technical Bid" and "Financial Bid". The both sealed envelopes should be put in a single envelope superscribed as **"TENDER for providing manpower for deep cleaning at Library"**. The Tenders should be addressed to "The Director, Madras Institute of Development Studies, 79, Second Main Road, Gandhi Nagar, Adyar, Chennai 600 020" and shall be delivered in a sealed envelope in person / or through post on or before 10-07-2025 at 2.30 PM in the designated tender box. The Institute will not be responsible for any postal delay/any other delay for submission of tender.

4. The technical bid will be opened by the committee authorized by the Director on the same day (10-07-2025) at 3.30 PM in the presence of the tenderers/representatives followed by commercial bid.

5. Further, it may be noted that those tenderers technically qualified as given in Annexure I will only be called for further tendering process.

6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority.

7. The tenderers are advised to go through the tender condition and the scope of the work before offering their rate.


25/6/25

Last Date for submission Tender: 10-07-2025 at 2.30 PM

TENDERS RECEIVED AFTER THE LAST DATE AND TIME WILL NOT BE ENTERTAINED.

CONDITIONS OF THE TENDER:

- [1] The Institute will provide cleaning and safety materials (mask & sanitizer) for deep cleaning at Library.
- [2] The Contractor should not sublet the work to any other agencies.
- [3] The approximate Nos of books to be deep cleaned in the Library are 63,000 and the deep cleaning work to be accomplished within 10-12 weeks from the date of commencement. The payment will be made upon satisfactory completion of work and certification from the Librarian. No advance or part payment will be entertained.
- [4] The Contract for providing manpower is subject to the supervision of the Librarian or his designated person of the institute.
- [5] The Contractor should deploy medically and physically fit persons to undertake deep cleaning work at Library and the persons so allotted should be proficient in respective fields.
- [6] It is the responsibility of the Contractor to engage their staff with proper prior police verification and shall provide a list of such staff along with their permanent address and to submit photograph and Aadhar card of the persons deployed to the Institute.
- [7] No Child Labour should be employed.
- [8] An attendance should be maintained to record the presence of the number of persons deployed on each day, which will be duly attested by the Administrative Officer or his authorized person on daily basis.
- [9] The Contractor should coordinate with the designated staff of the Institute periodically.
- [10] The Contractor should maintain personnel in reserve and in the event of leave, reserve persons should be deputed to offset the deficiency in the number of persons deputed for a particular work. No separate payments shall be made for such arrangements. On account of shortage of personnel, no work shall be left unattended and any complaints regarding the above will be viewed with displeasure and payments will be deducted proportionately.
- [11] The Institution will not be responsible for any injury, loss, theft or damage sustained by the manpower in carrying out their duties.


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- [12] The Contract will be awarded not only on the basis of lowest rate quoted, but also based on the other factors like experience, quality of service, feedback etc.,
- [13] The Contractor shall compensate the institute for any damage.
- [14] The working hours is 10.00 a.m. to 05.00 p.m for weekdays from Monday to Friday for Deep cleaning work at library [with half-an-hour of lunch break].
- [15] Those Tenderers willing to participate the tendering process are advised to visit the Library during office hours at the address indicated in Sl. no [3] of NIT before submission of the tender documents.

SCOPE OF WORK:

1. The Successful bidder shall deploy a total of 10 laborers (on daily basis) from 10.00 a.m. to 5.00 p.m for deep cleaning services at the Library.
2. The laborer should clean the dry dirt/dust/soil/mud that covers exteriors and interiors parts of each book which already arranged in a sequential manner placed in an individual shelf/racks. Upon completion of cleaning, the books should be kept in the same shelves/racks which has placed earlier.
3. Cleaning of ceiling fungus / cobwebs / dust / dirt as required.
4. Moving / Shifting, Loading & unloading of deadstock within the library, if required.
5. Deep cleaning and sanitizing of book racks.
6. After cleaning, the Institute will provide the herbal powder (Vasambu). The contractor should have pouched in a small bag and knotted in each and every shelf of the book rack.

QUALIFICATION CRITERIA: -

- (A) The bidder should have at least five years of experience in the field of deep cleaning services in the library in the Educational Institutions or Institute having library consisting of more than 60,000 books.
- (B) The bidder should submit experience certificate from the present/ previous Institutions \ offices where similar services were provided and the bidder has deployed more than 10 laborers workers at a time for such a type of cleaning services.
- (C) The bidder should have valid certificate of Registration under various Statutory Acts

like Goods and Service Tax & Income Tax etc., The bidder shall take up the responsibility arising out of any Statutory Acts.

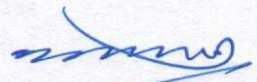

- (D) The Earnest Money Deposit (EMD) amount of Rs.10,000/- taken prior to 15 days of the date of submission of tender should be enclosed along with the bid. The EMD should be paid by way of Demand Draft / Bankers Cheque drawn on any Nationalized Bank payable at Chennai drawn on "The Director, Madras Institute of Development Studies, Chennai-600 020". Any tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED.
- (E) Those tenderers registered with Tamil Nadu Small Industries Development Corporation (SIDCO) or National Small Industries Corporation (NSIC) or MSME in respect of those items for which the Registration Certificate has been obtained in respect of tenders called for by Government Departments, State-Owned Public-Sector Undertakings, Statutory Boards, Local Bodies and Co-operatives are exempted from the payment of Earnest Money Deposit. In such case, the bidder should submit the current exemption certificate.
- (F) Preference will be given to the tenderer who have their registered office within the Chennai.

DISPUTES AND JURISDICTION

In case of any dispute arising out of any breach of contract pertaining to this tender, the matter will be referred to any Arbitrator under Arbitration and Conciliation Act 1996. The arbitration shall be held in the City of Chennai only and the court at Chennai only shall have jurisdiction in relation thereto.

Date: 25-06-2025

DIRECTOR

ANNEXURE – 1
TECHNICAL BID

| | | | |
|-----|---|---|--|
| 01. | Name of the Bidder / Organization: | | |
| 02. | Nature of the Organization / Private / Partnership / Proprietorship | | |
| 03. | Address of the Registered Office of the Bidder | | |
| 04. | Contact Details of the Bidder | Phone No. | |
| | | E-Mail | |
| | | Contact Person Name | |
| | | Mobile No. | |
| 06. | Bidder's Bank and its address and his Accounts No. | | |
| 07. | Permanent Account No. (PAN) (Copy to be enclosed) | | |
| 08. | GST Registration No. details (Copy to be enclosed) | | |
| 09. | Earnest Money Deposit (EMD) | Payment Details: Amount: D.D No. Date: Bank Name: Branch Name: | |

TENDERER'S DECLARATION

I/ We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

DATE:

SIGNATURE OF THE TENDERER & SEAL


25/1/15

ANNEXURE – 2

FINANCIAL BID

| PARTICULARS | (IN RUPEES) |
|---|-------------|
| Wages per day / per person | |
| Service Charges/Management Fees \$ | |
| 18 % of GST | |
| Total including Management fees & GST (FOR ONE PERSON) | |
| No. of Manpower required on daily basis | 10 |

Note:

The approximate no of books to be deep cleaned are 63,000 Nos at Library and to be deep cleaned within 10-12 week

TENDERER'S DECLARATION

I/ We certify that the rate quoted in the tender by the Tenderer will remain unchanged till the finalization of the contract. The terms and conditions are acceptable to us.

DATE:

SIGNATURE OF THE TENDERER & SEAL


25/6/24


25/6/24