

**MAHARASHTRA EX-SERVICEMEN CORPORATION LTD (MESCO), PUNE**  
**(A STATE GOVT UNDERTAKING)**

**CIN**

**U75112 PN 2002 SGC 016845**



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**Maharashtra Ex-Servicemen Corporation Ltd  
“RAIGAD”**

**Opp National War Memorial,  
Ghorpadi, Pune -411001**

**e-mail – [contact@mescoltd.co.in](mailto:contact@mescoltd.co.in)**

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**REQUEST FOR PROPOSAL**

**File Ref No:- MSIE/HOUSEKEEPING/CONTRACT/2024-25**

**Date: 28 Sep 2024**

**PROVISION OF MANPOWER FOR HOUSEKEEPING SERVICES AT  
MAHASAINIK INDUSTRIAL ESTATE (MSIE).**

- About the Estate** Mahasainik Industrial Estate (MSIE), spread over a 2.5 Acre plot in MIDC Bhosari, is an Estate, Managed and Operated by Maharashtra Ex Servicemen Corporation Ltd (MESCO) to provide Ex Servicemen appropriate facilities for starting their entrepreneurial venture. The Estate has a flatted Main Workshop Building having 120 Industrial Shops and related Infrastructure for Operation and Administration of the Industrial Estate.
- Competitive Bids, in sealed envelopes are invited from Reputed/ Firms / Labour Contractors for providing experienced manpower for 'Provision of Housekeeping Services at MSIE Bhosari, Pune -26 under an 'Annual Contract' for a period of One year (twelve calendar months) from the commencement of the contract. Following manpower is required for providing the Housekeeping Services:-
  - Sweepers - 05 Nos
  - Supervisor - 01 No
- The bids are invited in Two Bid System, Viz. Technical Bid and Commercial Bid and are to be submitted in separate envelopes. Specific mention about the content of the envelope i.e 'Technical' or 'Commercial' to be made on the sealed envelope.
- The Scope of Work for the Annual Contract is given in **APPENDIX 'A'** to this 'Request For Proposal' (RFP).
- The general terms and conditions for submission of the bids are given in **APPENDIX 'B'** to this RFP.

6. **Last Date and Time of Receipt of Bids.** The last date of submission of the Sealed Bids is on or before **05/10/2024 (up to 04.00PM)**, superscripting the envelope as **“Bids for Provision Of Manpower For Housekeeping Services at MSIE, Bhosari”**. The Quotation Box for submission of the bids will be kept at the Administrative Office of MSIE at Bhosari.

7. **Pre Bid Meeting** A Pre Bid Meeting will be organised on 01/10/2024 at 11.30AM for resolution of queries or for any other clarifications at MSIE, Bhosari.

8. The **‘Technical Bids’** will be opened on **07/10/2024 at 11.00 AM** in the Office of the Project Manager, MSIE, Bhosari through a Nominated Committee in the presence of available bidders. The Nominated Committee reserves the right to declare a Bid as Technically ‘Qualified’ or ‘Not Qualified’ and also decide on the day and time for opening the bids in case of any unforeseen circumstances.

9. The **‘Commercial Bids’** of only those Bidders whose Technical Bids are found valid and declared as qualified, shall be opened on a subsequent date as decided by the Nominated Committee. The decision of the Nominated Committee to declare a Bid as ‘lowest’ cannot be challenged and shall remain binding on all the bidders.

10. The firm selected for the Annual Contract shall submit an amount up to 3% of the final Annual Contract amount as interest free, refundable security deposit, within 15 days of concluding the contract.

11. Payment towards the services rendered will be made on completion of each calendar month after receipt of the Bill /Tax Invoice through Cheque/RTGS/NEFT.

12. **Address / Location of MSIE**

Mahasainik Industrial Estate  
T – 153/1, Pimpri Industrial Area,  
Bhosari, Pune 411026

13. The bidder is advised to visit the MSIE between 10.00AM to 06.00PM on all days except Saturday and Sunday and acquaint himself with the work site. The cost of visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to MSIE and is aware of all aspects prior to submission of their bids.

14. The Managing Director, Maharashtra Ex-Servicemen Corporation Ltd, reserves the right for cancellation or postponement or making any amendments to this RFP.

15. **Contact Details.** The Bidder may contact the under mentioned designated officer for additional Details/ Information between 10.30 AM and 06.00 PM from Monday to Friday.

Capt Maitreya Nivsarkar (Retd)  
Manager, MSIE  
Mobile No – 9822277377  
Email ID: - [msiebhosari@mescoltd.co.in](mailto:msiebhosari@mescoltd.co.in)

Place: Pune

Sd/-  
General Manager  
Maharashtra Ex Servicemen  
Corporation Ltd

**APPENDIX 'A'**  
**(Refer to Para 4 of the RFP)**

**SCOPE OF WORK**

1. **Area for Housekeeping Services:** The common areas in the Estate for housekeeping services measures approximately 50,000.00 Sq Ft, which is inclusive of 3000.00 Sq ft area of the common toilets, urinals and bathrooms. This area is distributed over Main Workshop Building, the Administration Block and the Amenity Block in the Estate.
2. Sweeping the common area and Cleaning of the floor area with wet floor dusters and detergent disinfectants etc and cleaning of staircases twice in a day i.e once in the morning at 08.00 AM before the Industrial Units open and thereafter at 02.00 PM or as per instructions of the Project Manager.
3. Sweeping of the Basement, Ramp, Ducts once a day and collection of all waste material and disposal of the same as per instructions of the Project Manager.
4. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants twice a day as per the schedule specified by the Project Manager.
5. Fortnightly dusting and cleaning of fans, electrical fittings, window panes and partition walls etc. including removal of cobwebs.
6. Fortnightly Cleaning of solar panels installed on the terrace as per the directions of the Project Manager.
7. The garbage must be segregated (wet and dry), the segregated garbage must be kept separately at the designated Garbage Collection Point for further disposal.
8. The working hours for the contracting agency shall be in shift of 8 hours commencing from 8.00 AM to 4.00 PM, Six days per week. Weekly Off will be Thursday.
9. **Duration of the Annual Contract** The Annual contract will be concluded with selected the firm for a duration of 12 calendar months from the day of placing of the work order.

**Note :-**

- (a) All cleaning material and hygiene chemicals, as required, will be provided by MSIE.
- (b) MSIE reserves the right to recover the losses due to damages from the contracting Agency, if it is established that such damages occurred due to negligence of the workers employed for the task.
- (c) The Firm/ Agency contracted will provide replacements in case of absentees for provision of uninterrupted service.



(e) Copy of the RFP, duly initialed by the bidder on each page.

(f) Undertaking by the bidder as per format at given at **Annexure I to this Appendix of this RFP.**

2. Non submission of above information and related documents may term the bidder Technically Disqualified.

3. Please note that Commercial bids of the bidder who are technically disqualified shall not be opened and will be returned unactioned.

**B. COMMERCIAL BID (TO BE SUBMITTED SEPARATLY IN A SEALED ENVELOPE SUPERSCRIBED AS COMMERCIAL BID)**

1. **Format of the Bid** Bid to be submitted in the following format on Firms letter head, duly signed by the proprietor / Authorized Representative with the stamp :-

<u>Ser No</u>	<u>Category of Manpower</u>	<u>Monthly Remuneration Without GST (Rs per Person)</u>	<u>Amount in words</u>
1.	Supervisor		
2.	Sweeper		

**GST** : Applicable / Not Applicable (Strike out whichever is Not applicable).

2. Rates quoted shall be for the Monthly Remunerations per person only without GST charges.

3. Discounts / Offers on the rates quoted, if any, to be specified separately.

4. Incomplete bids or unsigned bids or overwriting /use of whitener shall term the bid invalid.

5. In case of doubt, amount quoted in words shall be considered.

6. Corrections in the bids, if any, shall be made by crossing out the entry and rewriting it again, duly signed by the bidder. Non compliance of this procedure shall term the bid invalid.

7. Each bidder can submit only one bid. In case of receipt of multiple bids from a single bidder, entire bids received will be termed invalid.

8. 'Conditional Bid' shall be totally rejected.

9. **Validity of Rates** The rates quoted in the bid shall remain valid for a period not less than 90 days after the last date specified for submission of the bid.

10. Bids can be submitted 'By Hand' or 'By Post' or through courier to reach MSIE before the last date and time, as specified in the RFP.

11. Bids received after the last date and time, as specified in the RFP, shall not be received and shall be returned unactioned.

**Annexure – I to APPENDIX ‘B’**  
(Refer to para 1 (e) of Appendix ‘B’  
to the RFP)

**UNDERTAKING CERTIFICATE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_, Proprietor / Partner / Authorized

Representative of the Firm /Agency M/s\_\_\_\_\_ hereby certify that I have read and understood the scope of work for the proposed Housekeeping Services, the conditions for bidding and other conditions as specified in the proposal and have accordingly submitted my bid alongwith the document as specified in the RFP.

Date :

(Signature of the Bidder)

Place :

(Stamp of the firm)