



ASSAM CRICKET ASSOCIATION

(AFFILIATED TO THE BOARD OF CONTROL FOR CRICKET IN INDIA)
Regd. No. RS/KAM/240/M/500 under Societies Act. XXUD

Head Office : ACA Stadium, Barsapara, Guwahati-781018
City Office : R.G.Baruah Sports Complex, Nehru Stadium, Guwahati-781007



ROMEN DUTTA
President

TRIDIB KONWAR
Treasurer

DEVAJIT SAIKIA
Secretary

Ref. No. ACA/...Tender/2021-22/183

Date:.....09.10.2021

NOTICE INVITING TENDER

Sealed quotations are invited from reputed and experienced firms with registered/permanent offices in Assam for **“Providing House-keeping Services at ACA Stadium Campus, Barsapara, Guwahati-18”**.

For details specifications of bid document and terms and conditions please visit our website at URL Link: <http://www.assamcricket.com>.

Earnest Money Deposit: Rs. 50,000/- (rupees Fifty Thousand only)

Last date and time of submission of Tender: **22nd October, 2021 at 03.00 PM**

Opening date of Tender: Same day i.e. **22nd October, 2021 (Friday) at 4.00 PM**

Bidders may inspect the site between 12.00 PM to 4.00 PM during working days before submitting their bids.

Any kind of canvassing/seeking favour will lead to automatic rejection of the bid.

(Devajit Saikia)
Secretary
Assam Cricket Association

ELIGIBILITY CRITERIA

1. The bidders should have minimum Average Annual Business Turnover of 10 Lakhs or more for the past Three Financial years i.e. 2018-19, 2019-20 & 2020-21. (Copy of Audited Annual Accounts for the last three years to be submitted).
2. **The bidders should possess a minimum of continuous five (5) years of experience for similar kind of Housekeeping Services in India. The similarity and suitability of the experience shall be assessed by Assam Cricket Association on the basis of documentary proof furnished for the purpose.**
3. The bidders must not be blacklisted/ suspended or have any service related dispute with any Organisation/ Govt. Organisations/ Semi-Govt. Organisations / Institutes/ Banks in India or outside India.
4. The bidders must furnish copy of the PAN Card of the Firm (Copy to be enclosed)
5. The firm/Agency should be registered under Goods & Service Tax
6. Clearance /No Due Certificate up to July, 2021 and Statutory Liability with respect to ESI & PF department is required to be furnished with tender bids.

VALIDITY OF CONTRACT

- The Contract will be valid for a period of ONE (1) year from the date of issue of order. However, it can be renewed for another year on mutual consent, subject to the satisfactory performance of the party with same terms and conditions.

TERMS & CONDITIONS OF THE TENDER DOCUMENT

The Terms and Conditions as mentioned below would be binding to all parties:

1. Submission of Offer:

- Tender must be enclosed in a sealed cover super scribing **“Tender for Providing House-keeping Services at ACA Stadium Campus, Barsapara, Guwahati-18”** & should reach the undersigned on or before the due date mentioned in the tender notice. All the pages of the tender document and supportive documents must be attested with Authorized signatory and company seal. If the bid cover is not sealed, it will be rejected.
- The bidder shall be required to submit the **Earnest Money Deposit (EMD)** for an amount of **Rs. 50,000/-** (Fifty Thousand) which is refundable and a non-refundable **Tender fee of Rs. 1000/- (One thousand only)** by way of demand draft. The demand draft shall be drawn in favour of Assam Cricket Association payable at Guwahati. Bid (s) received without EMD and tender fees shall be liable for rejection.
- ACA will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be awarded the tender

- The bidders may assess about the nature and quantum of work by inspecting the site before quoting their rate.
- Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of work in Assam Cricket Association.
- The bid document completed in all respect should reach the office of the Association, latest by **22nd October 2021 by 03:00 PM** and shall be addressed to:

Secretary
Assam Cricket Association
ACA Stadium Campus, Barsapara
Guwahati - 781018

2. Bid Opening Process:

Tender will be opened on the **same day i.e. 22nd October, 2021 at 04:00 PM** in the Conference Hall of the ACA Office (1st floor) in the presence of the bidders (s) or their authorised representative (s), at the scheduled date and time.

3. Cancellation of tender:

- Not with standing anything specified in this tender document, Assam Cricket Association in his sole discretion, unconditionally and without assigning any reason thereof, reserves the rights:
 - i) To accept OR reject lowest tender or any other tender or all the tenders.
 - ii) To accept any tender in full or in part.
 - iii) To reject the tender offer not confirming to the tenders terms.

4. Validity of the offer:

- 180 Days from the date of opening of the Bid.

5. Transfer and subletting:

- The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

TERMS & CONDITIONS OF THE CONTRACT

1. Award of Contract

- Only the Technically qualified bidders would be considered for opening of the Financial Bid

- The contract would be awarded to the lowest bidder quoted as per the Price Bid subject to fulfillment of all such criteria as it may deem fit.
- The bidders are required to quote their rates both in words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate.
- The agreement shall come in force for one year. In case, the duties of any of the Housekeeping staff are found unsatisfactory, he will be required to be replaced with a notice period of 7 days, in order to avoid inconvenience to either party. The Parties may agree to extend the Term at any time prior to the expiry thereof, on such terms and conditions mutually agreed upon in writing.

2. Obligations of the Contractor

- All persons employed by the contractor(s) shall be engaged by them/him as his/their own employees in all respects and the responsibilities/obligations under Contract Labour (R&R) Act 1970, the Indian Factory Act, the Workmen Compensation Act, Employees Provident Fund Act and under Minimum Wages Act and various other statutory enactments shall be that of the contractor.
- All liabilities of Assam Cricket Association arising out of present and future statutory obligations such as Uniforms, Replacement on Leave, Bonus, Leaves, ESI, PF and all other liabilities as applicable by laws shall be the sole responsibility of the Agency.
- The contractor will provide all the details of the personnel to be posted at Assam Cricket Association like Aadhar Card, Police verification, UAN and ESIC number etc.
- Person should be deployed in clean uniform. ID card to be provided to the workers by Agency, which is to be worn by them all the time when they are in the premises of Assam Cricket Association.
- The contractor must provide proper trained staff regarding housekeeping and cleaning. The personnel employed should be of age group 20 years to 55 years only.
- Bidder will make the regular payment of the salary to its staff members before 10th day of every month. However, if the documents required to be submitted along with the bill by the bidder are incomplete then in that case if the payment of the bill is delayed by the Association, even though the bidder shall have to pay the salary amount to its staff in time without any further delay.

3. Payment and other terms

- The payment will be on monthly basis after receiving the invoice and supporting documents and on satisfactory compliance of the service.
- The payment shall be released within 15 days of receipt of invoice. Payment will be made after deducting the necessary government taxes and other deductions applicable. Contractor is required to provide the proof of remittance of EPF, ESI and other contributions. PDF file of EPF and ESI contribution towards the remittance to be submitted for previous month with the bill of current month failing which EPF and ESI will not be released.

- All statutory provisions for hiring of labour and payment to labour as per existing 'labour laws' is the responsibility of the contractor. A certificate should be provided by the contractor to the effect that "All payments to labour employed by the contractor have been paid their dues for the month of (Preceding month) in every month basis. Every month payment will be released against submission of the certificate.

- Any revision in the Applicable Taxes during the tenure of the contract, the same will be implemented & incorporated in the structure & the same will be billed accordingly.

SCOPE OF WORK

Daily Schedule

1. To maintain cleanliness of all Rooms, Halls, Bathrooms, Toilets, Washbasins, Corridors, Ramps, Hostel, Restaurant, Campus, Practice Ground, Pavilion, Gymnasium, etc. of Assam Cricket Association
2. Daily cleaning/ dusting of Chairs, Computers, Office cubicles, Furniture's, Hostel Furniture's, Pavilion Chairs, Pavilion sitting area, etc.
3. Daily cleaning of window panes, Stair case, etc.
4. Cleaning of entry and exit points of ACA Stadium Campus, Playgrounds, etc.
5. Emptying of dustbins from Offices, Restaurants, Hostels, Campus, etc.

Weekly Schedule

1. Cleaning of ceilings to remove cobwebs.
2. Cleaning of electric fans and light fittings of building.
3. Cleaning of outside area like internal roads, fencing, etc.
4. Removing of stains from walls of Office/ Hostel/ Stadium/ Restaurant/Gymnasium, etc.

Other scope of work

1. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
2. Cleaning of drains around the building
3. Cleaning of Water tanks and water coolers as instructed by the authority.
4. Cleaning of Parking and other areas, as and when instructed by the authorities

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Signature of the Tenderer with Seal

Name:

Designation:

Address:

Phone No.: