



## **MAHARASHTRA MEDICAL COUNCIL, MUMBAI**

Established by Government of Maharashtra Under MMC Act 1965

189-A, Anand Complex, 1<sup>st</sup> Floor, Sane  
Guruji Marg, Arthur Road Naka,  
Chinchpokali (West), Mumbai - 400011

**Tel No.:** 022-23007650

**Website:** www.maharashtramedicalcouncil.in

**Email Id:** maharashtramcouncil@gmail.com

**No.MMC/Ext. of Date/Tender/Provi. Manpower as Temp. Serv. and Swee. Clean. of Premi./2021/04052 Date- 06/12/2021**

### **EXTENSION OF DATE FOR SUBMISSION OF TENDER**

#### **Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises**

Council has invited proposals from reputed and experienced companies to participate in the Service providers bidding process for providing services of Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises for the period of one year. Last date for submission of tender was on 15/11/2021. However, response less, therefore due to non-receipt of sufficient tenders, Council has decided to further extend the last date for submission of tender till **20/12/2021**. However, other terms and conditions remain unchanged. Interested tenderers may please note that eligibility; Cost of tender and other details pertained to above work is available on the website: maharashtramedicalcouncil.in/tenders or Maharashtra Medical Council, Mumbai web-site. The eligible organizations may obtain tender documents on payment of Rs.3,000/- (Rs. Three Thousand only) (Non-refundable) by Cash or Demand Draft drawn on any Nationalised bank in favour of Registrar, Maharashtra Medical Council, payable at Mumbai.

Now the revised date for submission of tender is on **20/12/2021** at 02.00 p.m. and will be opened at 04.00 p.m. on 23/12/2021 in the presence of the parties, if present. Tenders received by Post / Courier after due date will not be accepted.

  
(Sanjay Deshmukh)  
**Registrar**

Maharashtra Medical Council, Mumbai



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### **EXTENSION OF DATE FOR SUBMISSION OF TENDER**

For Providing Manpower as Temporary Servants and Sweeping Cleaning of  
Premises.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Last Date and time for submission of Tender Document	20/12/2021 up to 02:00 pm
2.	Date and time for opening of Technical Bids	23/12/2021 up to 04:00 pm
3.	Tender document fee (non –refundable) in the form of Demand Draft/ Pay Order drawn in favour of Registrar, Maharashtra Medical Council payable at Mumbai	Rs. 3,000/- (Rupees Three Thousand Only)
4.	Tentative date for commencement of deployment of required manpower	01/01/2022
5.	Tender Estimated Cost	Rs.12,00,000/- (Rupees Twelve Lakh Only)



**TENDER NOTICE**

For Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises

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1. The Maharashtra Medical Council, is a Statutory body established under the Act, 1965 to promote the registration of persons practising modern scientific medicine in the State of Maharashtra, invites sealed tenders under Two Bid System i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Manpower Service Provider for Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises for a period of one year from the date of contract.
2. The complete Tender Document with scope of work and terms & conditions can be downloaded from the website of this Council i.e. [www.mahashtramediclcouncil.in](http://www.mahashtramediclcouncil.in). The last date of submission of tenders will be 02:00 pm on 20/12/2021.
3. Tender document fee (non-refundable) of Rs.3,000/- (Rupees Three Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of Registrar, Maharashtra Medical Council payable at Mumbai.
4. The opening of tenders will take place at Maharashtra Medical Council, 189-A, Anand Complex, 1<sup>st</sup> Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011.
5. The validity of Tenders will be for 90 days from the date of opening of Tenders.
6. The interested and eligible Service Provider may submit separate bids for various categories of personnel, complete in all respects along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft/ Pay Order drawn in favour of Registrar, Maharashtra Medical payable at Mumbai. The tenders shall not be entertained without EMD and after the deadline under any circumstances whatsoever.



7. The Technical Bids of tenderers will be opened on 23/12 2021 at 04:00 pm at Maharashtra Medical Council, 189-A, Anand Complex, 1<sup>st</sup> Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011 in the presence of authorized representative of Bidders as may wish to be personally present.
8. Maharashtra Medical Council (MMC) reserves the right to amend / cancel any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Council in this regard shall be final and binding on all.



(Sanjay Deshmukh)

**Registrar**

Maharashtra Medical Council

**Scope of Work and General Instruction for Tenderers**

- i. Maharashtra Medical Council, Mumbai requires the services of a reputed, well established and financially sound Manpower Service Provider registered with appropriate authorities for providing manpower to perform jobs assigned to outsource staff and should provide a copy of the Certificate of Incorporation. The Service Provider should provide an undertaking that they shall comply with all relevant statutory norms like minimum wages, employees' provident fund, Employees State Insurance and GST etc.
- ii. This Council has tentative (initial) requirement of the number of persons, category wise as given below:

<b>Sr. No.</b>	<b>Category</b>	<b>Approximate Number</b>
1.	Sweeper (Experienced & Reputed) (With Cleaning Material)	2
2.	Temporary Servants	3

However, the number may be increased or decreased on the option of the Maharashtra Medical Council. The job description of the categories of the persons to be deployed are given at **Annexure - A**.

- iii. The contract is likely to commence from 01/01/2022 and would continue for a period of one year. The period of the contract may be further extended after the completion of contract, provided the requirement of the Maharashtra Medical Council for augmenting its present manpower persists at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of manpower deployed by the selected Service Provider or cessation of the requirement of work or due to any change in government policy/rules. Maharashtra Medical Council, however, reserves the right to terminate this initial contract at any time after giving one week's notice to the selected Service Provider.



- iv. Past experience and SATISFACTORY performance of similar work done for the Departments of the Government of Maharashtra/Statutory Bodies/PSUs/Private Sectors for last three years. (A list of such organizations being served and a certificate of satisfactory performance from the concerned department of Central/ State Government/ Statutory bodies/ PSU/ Private Sector may be provided). The reputation/track record of the bidder will also be verified by MMC.
- v. The Service Provider should have experience of providing such services on sufficiently large scale.
- vi. The Service provider should have adequate facilities (infrastructure, qualified and expert manpower) for testing/screening of personnel to ensure that they confirm to the given standards of knowledge/skill and experience before deployment. This aspect is also subject to evaluation/verification by MMC.
- vii. The Service Provider should have a valid license from the competent licensing authority under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971.
- viii. The provision of training facilities/up-gradation of skills of the persons deployed by the service provider, if any (this will be given weight age).
- ix. The Service Provider shall submit an affidavit stating that the Service Provider is not / has not been black listed by Central/State Government/ any PSUs/Private Sector at any point of time.
- x. The firm should be registered with Income Tax and GST authorities.
- xi. The service provider should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act etc.
- xii. The Service Provider should have an office in Mumbai.



- xiii. Service provider should have its own Bank Account.
- xiv. Persons deployed by the service provider shall not be less than 18 years of age.
- xv. The Service Provider should not be defaulter in payment of statutory dues like EPF/ESI/GST and Income Tax etc.
- xvi. If firm quotes NIL charges/ consideration, the Bid shall be treated as unresponsive and will not be considered.
- xvii. Total office space approximately 5,500 Sq. Ft.

**Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the service for which tender has been floated and its tender will be summarily rejected.**



### **Technical Specifications**

The interested Service Provider may submit the tender document, complete in all respects, along with Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/ Pay Order drawn in favour of Registrar, Maharashtra Medical Council payable at Mumbai and other requisite documents latest by 02:00 pm on 20/12/2021.

The tenders have been invited under two-bid system i.e. Technical Bid and Financial Bid. The interested Service Provider are advised to submit two separate sealed envelopes super-scribing **“Technical Bid for providing manpower on outsource basis” in bold letters and “Financial Bid for providing manpower on outsource basis”**

- i. The tendering Service Provider is required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily / out rightly rejected and will not be considered any further:

<b>Sr. No.</b>	<b>Particulars</b>
1.	PAN/GIR
2.	Registration and/or Certificate of Incorporation.
3.	GST Registration
4.	E.P.F. Registration
5.	E.S.I. Registration
6.	A certificate or affidavit stating that service provider has not defaulter from the payment of statutory dues like Govt./Central Govt. EPF/ESI/GST and Income Tax etc.
7.	Financial worthiness and competence to be substantiated through Income Tax Returns/Certificates. PAN/ST/TIN/VAT No./EPF Registration/ Annual Report, Audited Balance Sheet and Profit & Loss A/c. for the last 3 years.





8.	Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/ State Government/Statutory bodies/Autonomous bodies/PSUs /Private Sector at any point of time.
9.	List of similar assignments and number of Manpower provided to Central Government Departments/State Government/Statutory bodies/Autonomous bodies/PSUs /Private Sector during the last three years by the Service Provider (Attach attested copy) and a certificate of satisfactory performance from the concerned department of Central/ State Government / Statutory bodies/ PSU/Private Sector.

- ii. Conditional bids shall not be considered and will be rejected out rightly at the very first instance.
- iii. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. **All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the Service Provider.**
- iv. The envelope containing Technical Bid shall be opened first on the scheduled date and time (At 04:00 pm on 23/12/2021) at Maharashtra Medical Council, 189-A, Anand Complex, 1st Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011, in the presence of the representatives of the Service Provider, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by a Technical Evaluation Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on the specified date & time at Maharashtra Medical Council, 189-A, Anand Complex, 1st Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011 in the presence of short listed contractors or their authorized representatives.



- v. The competent authority of Maharashtra Medical Council, Mumbai reserves the right to annul any or all bids without assigning any reason.
- vi. The bidder shall quote the Technical & Financial bids as per the format enclosed at **Annexure I & II**.

**Annexure -I****TECHNICAL BID****Application for Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises**

1. Name of the tendering Service Provider/ Firm/ Agency
2. Registration No.
3. Name of the proprietor / Director of the Service Provider/ Firm / Agency
4. Full address of office
5. Telephone Number & Fax Number
6. E-mail address
7. PAN Number
8. GST Number
9. EPF Registration Number
10. ESI Registration Number
11. Financial turnover of the tendering Service Provider/Firm/Agency for the last 3 years

<b>Financial Year</b>	<b>Amount (Rupees in Lakhs)</b>	<b>Remarks, if any</b>
2018-19		
2019-20		
2020-21		

12. Details of last 3 years experience in providing manpower with numbers of Government Departments/ PSU/ Statuary bodies/ Autonomous bodies. Please attach a certificate of satisfactory performance from the concerned Government Departments/ PSU/Statuary bodies/ Autonomous bodies/ Private Sector.
13. A certificate the service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax and all statutory dues etc.
14. Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/Statutory bodies/ Autonomous bodies/PSUs /Private Sector at any point of time.



15.

Name of office	Category of manpower	Duration of contract	Amount of contract (In Rupees)	No. of persons deployed

16. Details of Earnest money

Amount (In Rupees)	DD/ Pay order no.	Date	Name of bank
Rs. 50,000/- (Rs. Fifty Thousand Only)			

Remarks

Date :- \_\_\_/\_\_\_/\_\_\_\_\_

Signature of the authorized person (s) with seal



### Check list

1.	Name of Tendering Service Provider (Attach certificates of registration with a brief profile of the Service Provider)	
2.	Name of Proprietor/Director of Service Provider	
3.	Full address of Registered Office with Telephone No., FAX and E-Mail	
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.	
5.	Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')	
6.	PAN/GIR No.	
7.	GST Registration No.	
8.	E.P.F. Registration No.	
9.	E.S.I. Registration No.	
10.	Registration Number	
11.	Annual Report and Audited Balance sheet & Profit Loss Account for the last Three Financial years to be attached.	
12.	Affidavit stating that the Service Provider is / has not been black listed by Central Government Departments/State Government/ Statutory bodies/ Autonomous bodies/PSUs/Private Sector at any point of time.	
13.	List of similar assignments and number of; Manpower provided to Central Government Departments / State Government/ Statutory bodies/Autonomous bodies/ PSUs / Private Sector during the last three years. Satisfactory performance certificate also be attached.	
14.	Objective Testing and Assessment of Professional Skills of Candidates / Manpower: Service Provider's process of Scrutinising candidates before providing to the Maharashtra Medical Council; Number and type of tests/examinations proposed/conducted by the Service Provider to ensure that suitable candidates/manpower are going to be provided to the Maharashtra Medical Council.	
15.	A certificate the service provider have not been defaulted in payment of EPF/ESI/ GST and Income tax etc.	
16.	Demand Draft/ Pay order for Tender document fee (non-refundable) of Rs.3,000/- (Rupees Three Thousand only) attached (Name of bank, DD/Pay Order No. Date and amount)	
17.	Demand Draft/ Pay Order for EMD of Rs.50,000/- (Rupees Fifty Thousand only) attached (Name of bank, DD/Pay Order No. Date and amount.	



18.	Technical Bid Form (Annexure - I )	
19.	Proforma for Financial Bid (Annexure - II)	
20.	Declaration about Fraud and corrupt practices. (Duly signed & attested as given in the Tender Document – Annexure-III)	
21.	Declaration (Annexure-IV)	
22.	A certificate the service provider have not been defaulted in payment of EPF/ESI/ GST and Income tax etc.	
23.	List of other clients.	
24.	Any other information to establish financial worth and technical competence.	

Date :- \_\_\_\_/\_\_\_\_/\_\_\_\_

Place :- \_\_\_\_\_

Name:                      Signature of authorized person

Seal:

**Annexure-II****PROFORMA FOR FINANCIAL BID**

(To be enclosed in a separate sealed envelope)

No. ....

Date :- \_\_\_/\_\_\_/\_\_\_\_\_

The Registrar,  
 Maharashtra Medical Council,  
 189-A, Anand Complex, 1st Floor,  
 Sane Guruji Marg, Arthur Road Naka,  
 Chinchpokali (West), Mumbai - 400011.

**Sub:-** Financial bid for Providing Manpower as Temporary Servants and Sweeping Cleaning of Premises.

Respected Sir,

With reference to your tender Notice No. ....  
 dt..... on the subject mentioned above, I/We quote the rate,  
 including the service charges and service tax for above mentioned work as under:

Sr. No.	Component of Rate	Sweeper (Experienced & Reputed)	Temporary Servants
1.	Monthly Rate (per head per month)#		
2.	EPF @ % of Sr. No.1		
3.	ESI @ % of Sr. No.1		
4.	Administrative Charge/Service Charge		
5.	Any other charges		
6.	Total Col. 1 to 5		
7.	GST %		
8.	Gross Total (Sr. No. 1 to 7)		
9.	Sweeping Material & Taxes		
10.	Daily Rate (per head) per person		
11.	Rate per person for extra hour duty		



# The minimum wage should be in conformity with the latest minimum wages notified by Labour Department Government Maharashtra.

\$ All the above rates shall be in both words and figures.

**Note :-**

1. All rates to be quoted in Indian Rupees only.
2. No column should be left blank.
3. The rates quoted by the tendering Service Provider should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.

I/ We accept all the terms and conditions.

Date :- \_\_\_\_/\_\_\_\_/\_\_\_\_

Place :- \_\_\_\_\_

Signature of authorized signatory of the  
Tenderer with his/her names and designation  
and seal of the firm





**Annexure-III**

**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that ::

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and
- b) We have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority,



which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

- d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
- e) We certify that, we are remitting statutory dues/ taxes regularly to Government and no default were made in this regard.
- f) We further certify that no investigation by a regulatory authority is pending either against us or against our MMC or any of our directors / managers / employees.

Signature;

Name & Designation with office Seal



**Annexure-IV**

**DECLARATION**

I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor/Director,  
authorized signatory of the Service Provider, mentioned above, is competent to  
sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the  
tender and undertake to abide by them;

3. The information / documents furnished along with the above application are  
true and authentic to the best of my knowledge and belief. I / we, am/ are  
well aware of the fact that furnishing of any false information/ fabricated  
document would lead to rejection of my tender at any stage besides liabilities  
towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Seal:

Date :- \_\_\_/\_\_\_/\_\_\_\_\_

Place :- \_\_\_\_\_



**Annexure -A/1**

**JOB DESCRIPTION :-**

The Sweepers (Experienced & Reputed) (With Cleaning Material) will be responsible for the following tasks:

❖ **Sweeping & Cleaning of Floors :-**

- Carpet area and open area (including open Terrace) should be swept and garbage removed daily. The sweeping and cleaning is not limited to one time per day but should be done whenever necessary during daytimes to keep the premises clean and tidy.
- Removing of waste papers etc., from dust bins in all sections / units should be done twice daily.
- Mopping of floors of the buildings should be carried out at least once in a week where there is cement / mosaic flooring.
- In Officers' chambers and other sections, switch rooms, computer rooms and in areas where there is PVC / Tiled flooring, mopping should be carried out daily.
- Liquid Scented Phenyle of good quality should be used for Mopping Work.

❖ **Cleaning of Ceiling, Walls and Electrical Fittings :-**

- Removing of cob-webs on ceiling and walls should be done once in a week.
- Internal wooden / plywood partitions should be cleaned once in a fortnight.
- Doors and glass panes on windows should be cleaned daily and should be cleaned with soap oil, etc., once in a fortnight.
- Electrical fittings like Fans, Tube lights, Air-conditioners etc. should be cleaned once in a week.



❖ **Scavenging & Cleaning :-**

- Toilets and urinals should be cleaned as frequently as necessary and not less than three times daily, using necessary implements and Liquid Scented Phenyle of good quality.
- Cleaning of toilets, wash basins and urinals using acid and stain-remover, should be done twice in a week.
- Bathrooms should be cleaned daily using soap oil and Liquid Scented Phenyle of good quality.
- Naphthalene balls and Deodorant / Air freshener materials should be kept regularly in toilets, urinals and bathrooms.
- Blocks, if any, in the Sewer system, man-holes etc., inside the premises of MMC should be attended by the Contractor with required equipment's at his cost and on urgent basis.



**Annexure -A/2**

**JOB DESCRIPTION :-**

The Temporary Servants will be responsible for the following tasks:

- Regular dusting/cleaning of office furniture (table and chairs) and Office.
- Equipment, Telephones, Book Cases, Filing Cabinets, Almirahs, Doors, Windows etc.
- Attending to Senior Officers, Distribution of inter office Daks, Dusting and Cleaning of work stations/tables/chairs/almirahs, Glass Panes of all windows/doors etc.
- Misc. works like shifting of goods/office furniture/locking and unlocking the office rooms and halls in the morning/evening and any other official work which arises from time to time.
- Any other work assigned by the Administrative Authority/Senior Officers.