



BANK OF BARODA
ZONAL OFFICE (MUMBAI ZONE)
P O BOX NO. 1674, 3- WALCHAND HIRACHAND MARG,
BALLARD PIER, MUMBAI-400001

NOTICE FOR INVITING APPLICATION FOR EMPANELEMENT OF HOUSEKEEPING AGENCY

Bank of Baroda, Mumbai Zone invites Application from established House Keeping Agencies in Mumbai / Greater [Mumbai](#) for housekeeping work at various branches & offices in the Zone [at](#) Mumbai, Thane, Palghar and Raigadh District.

For complete details and tender documents please log on to Bank's website <https://Bankofbaroda.com/zonal-regional-offices-tenders.htm>.

Date of submission of tenders : From [01.07.2021](#) to [21.07.2021](#) during Office hours

Last date of submission of tenders : [21.07.2021](#) up to [4:00](#) p.m.

Opening of bids/Applications : [23.07.2021](#) up to [3:00](#) p.m.

No brokers/intermediaries shall be entertained. –The Bank reserves the right to reject any/all tenders without assigning any reasons whatsoever.

DY. GENERAL MANAGER
MUMBAI ZONE
BALLARD PIER, MUMBAI

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ZONAL OFFICE (MUMBAI ZONE)
P O BOX NO. 1674, 3, WALCHAND HIRACHAND MARG,
BALLARD PIER, MUMBAI-400001**

NOTICE FOR INVITING APPLICATION FOR EMPANELMENT OF HOUSE KEEPING AGENCY

Applications are invited for empanelment by Bank of Baroda, Mumbai Zone from reputed agencies for providing Housekeeping Services at various branches/offices in the zone and regional offices for a period of Three (-03-) years in Mumbai, Thane, Palghar and Raigad District.

The agencies should be capable of providing Housekeeping Services for Bank of Baroda, Mumbai Zone various office premises in Mumbai, Thane, Palghar and Raigad District.

For complete details and tender documents please log on to Bank's website <https://Bankofbaroda.com/zonal-regional-offices-tenders.htm>.

Purpose of the inviting applications is to prepare empanel vendor's list. Bank will not provide any guarantee to allot any work to the empaneled agencies. The work may be assigned (in future) as and when required/need base by calling competitive quotations from the empaneled agencies.

Cover forming part of the Application should be super scribed with the following words

**"Application for Empanelment of House Keeping Services"
<Vendor Name>**

Purpose of the inviting applications is to prepare empanel vendor's list. Bank will not provide any guarantee to allot any work to the empaneled agencies. The work may be assigned (in future) as and when required/need base by calling competitive quotations from the empaneled agencies.

Eligibility Criteria for Short listing of Agency

1. The Bidder/Tenderer should be based at Mumbai and operating their business in Mumbai. The Office Premises of the Bidder/Tenderer should be located in **Mumbai / Greater Mumbai**. Attach self-attested photo-copy of proof.
2. The Bidder/Tenderer should have an established Office in commercial Premises in Mumbai having necessary infra-structure and sufficient man-power on its rolls so as to provide immediate, satisfactory and **efficient Housekeeping Services (Workman's Semiskilled / skilled)**. Tenders received from Firms/Establishments operating from residential premises and not having an established Office Premises with necessary infra-structure and man-power on its rolls will not be accepted and will be treated as rejected.
3. The Bidder/Tenderer are hereby informed that the Bank will arrange inspection of their Office Premises and infra-structure facilities of Tenderer/Bidder through a Committee of Officials of the Bank and/or through an Investigator appointed for the purpose, to verify the existence and to assess the competence of Bidders/Tenderers in providing satisfactory and efficient services required in the Tender Document. The report shall be taken into account for the purpose of qualification of Tender / Application of Bidders/Tenderers. The decision of the Bank in this regard shall be final and binding on the Bidders/Tenderers.
4. The Bidder/Tenderer should have minimum **average turnover of Rs. 150 lacs for last 03 years i.e. minimum total turnover 450 lacs for the last 3 years** (audited balance sheet). Attach Certificate from Chartered Accountant in this regard.
5. The Bidder/Tenderer should have a minimum **experience of three years as on 31/03/2021** in the field of providing **Housekeeping Services** on Monthly Contract Basis. Attach self-attested photocopy of proof.
6. The Bidder/Tenderer should have valid Government license for Housekeeping work (Maharashtra Shops and Establishment Act. 2017).
7. The Bidder/Tenderer should be registered with EPF Authorities and should have a valid Provident Fund Registration Number under EPF Act issued by EPF Authorities. Attach self-attested photocopy of Registration.
8. The Bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. Attach self-attested photocopy of Registration.
9. The Bidder/Tenderer should be registered with Goods and Service Tax Authorities and should have a valid Goods and service Tax Registration Number issued by Goods and Service Tax Authority. Attach self-attested photocopy of Service Tax Registration.
10. The Bidder/Tenderer should have rendered similar satisfactory services of providing Housekeeping Services on Monthly Contract Basis to Public Sector Company / Public Sector Bank / Central or State Government Undertaking / Autonomous Institute / **Corporate Establishment of repute having minimum paid-up capital of Rs. 50 Lacs during the last three years**. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments / Companies.

11. The Bidder/Tenderer should furnish List of Clients to whom **Housekeeping Services** on Monthly Contract Basis are given during the last three financial years. Attach Certificates from concerned Clients/Companies.

12. The Bidder/Tenderer should be ready to and will :-

(A) Deposit ESI and EPF Contribution in respect of each workman/manpower deputed for our Company through a separate Challan meant for Bank every month and submit a copy of the same as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each named workman/manpower on their letter head duly certified, stamped and signed by authorized signatory.

(B) Pay the total amount of Monthly Wages, Overtime and other charges mentioned in the Tender Document to the workman/manpower deputed for our Company through "E- transaction" and/or through "Account Payee Cheque" only treating it as a mandatory requirement. Payment of amount of Wages to workman/manpower in Cash by the Bidder/Tenderer is prohibited and will not be accepted.

(C) Provide alternative workman, whenever the regular workman deputed by them is not reporting for duty and/or is on leave treating it as a Mandatory Requirement so as to ensure continuity of proper and efficient Housekeeping Services (Workman's Semiskilled / skilled). In case of failure to provide alternate workman the Bidder/Tenderer should be ready to bear the penalty imposed as per the terms and conditions of the Tender Document. Please note the penalty for not providing alternate workman in the absence of regular workman by the Bidder/Tenderer is to be borne by the Bidder/Tenderer. The Bidder/Tenderer will not be allowed to pass on the penalty amount to the workman deputed by them.

15. The Tenders from Individual / Firm / Organization including its Partners / Shareholders / Directors who have been blacklisted / prosecuted by any departments / statutory bodies in any State or by any Court of Law, shall not be entertained. An Undertaking on the Letter head of the Company as per specimen given in **Annexure V** is required to be submitted along with Tender / Application.

16. The Tenders from Bidders who's Tender / Application (s) were earlier rejected by Bank on account of fake supporting documents etc. shall not be entertained.

17. The agency shall have valid licenses for carrying out Housekeeping Services. Compliance of following statutory laws/Acts and Rules & Regulation there on.

- a) Maharashtra Labour Welfare Board
- b) Maharashtra Shop and Establishments
- c) The payment of Wages Act. 1936
- d) The Employee Provident Fund Act, 1952
- e) The Employee State Insurance Act, 1948
- f) The Minimum Wages Act, 1948
- g) Any other license as per statutory requirements.

Applicants are required to submit the copies of the proof / evidence of meeting the eligibility criteria as stated above. Further, the agencies may also attach the credentials of the firm, resources available with the firm, capabilities of the firm to enable the Bank to decide on the firm's capabilities in respect of taking up the said work.

**DY.GENERAL MANAGER
MUMBAI ZONE**

Application

The Application should be complete in all respect and contain all information required for. It should not contain any price information.

Every page of tender and all documents submitted has to be sealed and signed by authorized signatory of tenderer.

It is mandatory to submit technical details in the prescribed Performa (annexure) duly filled in. In case of non-submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the bid. No pamphlets, leaflets should be submitted in loose form.

The Application form should comprise the following:

1. Declaration (Appendix i)
2. Bidder's profile (Appendix ii)
3. Checklist (Appendix iii)
4. Photocopies of required certificate/documents proof/Balance Sheet, copies of work order received etc.
5. Bidder's brochures, leaflets, manuals etc.
6. Details of a reference site as per annexure (Statement I & II)
7. Details of Key person as per annexure(Statement III)
8. Annexure I to V

- ❖ Envelopes containing the bids shall be super scribed with **“Empanelment of Housekeeping Agencies for Bank of Baroda, Mumbai Zone”**.
- ❖ Opening of tender:
Application will be opened on 23.07.2021 at 04:00 pm
- ❖ Bank of Baroda reserves their right to accept any tender, in part or in full, or reject all tenders without assigning any reason thereof.
- ❖ Bank may distribute and assign work to L2, L3 bidders if they are ready to work at L1 rates.

The authorized person of firm submitting tender must sign all documents. If any paper /document found missing/unsigned tender shall be considered void. The authorized person of the firm must attest any & all additions/alterations in tender documents. Over writing of figures is not permitted. Failure of compliance to these conditions shall render tender void.

Acceptance/rejection of any or all tenders in full or part without assigning any reason rest with The General Manager, Bank of Baroda, Mumbai Zone, Zonal office, 3rd Floor, 3-Walchand Hirachand Marg, Ballard Pier, Mumbai-400001

(Appendix i)

(Declaration to the Bank on the service provider's letterhead)

To

Date:

The General Manager,
Bank of Baroda, Mumbai Zone
3rd Floor, 3-Walchand Hirachand Marg,
Ballard Pier, Mumbai-400001

1. I/We have read the instructions appended to the Performa and I/we understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Baroda, on the basis of the information given by me/us can be treated as invalid by the Bank and I/WE will be solely responsible for the consequences.
2. All the information and details furnished by me/us are correct to the best of my/our knowledge and belief.
3. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
4. I/We agree that the decision of Bank of Baroda in selection of service providers will be final and binding on me/us.
5. I/We agree that I/We have not applied in the name of sister concern for the subject of empanelment process.

Signature

Name & Designation

Seal of the Firm/Company

Place

Date

(Appendix ii)- Bidder's Profile**The Bidder is requested to furnish the following information.**

Sl. No.	DESCRIPTION	PARTICULARS
1.	Name of the Firm Agency for providing housekeeping Services.	
2.	Address of the Firm Agency for providing Housekeeping Services	
3.	Year of Establishment	
4.	Whether the Firm / Agency is proprietorship / partnership / limited Company. Attach proof with Registration Number and CIN Number of Company.	
5.	(A) Name of authorized contact person (B) Mobile / Landline Number (C) Fax Number (D) E-mail ID	
6.	PAN Number of the Firm . Attach Self-attested photo-copy of the PAN Card.	
7.	Goods and Service Tax Number of the Firm . Attach Self attested photo-copy of the GST Number.	
8.	EPF Registration Number of the Firm. Attach Self attested photo-copy of Certificate of Registration.	
9.	ESI Registration Number of the Firm. Attach Self attested photo-copy of Certificate of Registration.	
10	Professional Tax Registration details	
11.	Experience of minimum three years in the field of providing Housekeeping Services on Monthly Contract Basis as on 31/03/2021. Attach Certificate of Experience and Satisfactory Completion of work awarded from the concerned Establishments / Companies.	
12.	Bank Account Details of the Firm (A) Bank Account No. (B) Bank Name and Address (C) IFSC Code	

	(D) MICR Code. Attach self-attested photo-copy of cancelled cheque.	
13.	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company having minimum Rs. 50 Lacs paid-up capital during the last three financial years i.e. 2018-19, 2019-20 and 2020-21. Attach self-attested Certificate from clients / organizations.	
14	Yearly turnover of the company during last 3 financial years (Year wise). Please attach certified copies of ITR & balance sheet in this regard. (a) 2018-19 (b) 2019-20 (c) 2020-21 The average turnover of the company should not be less than Rs 150 lakh for the last three years i.e total min. turnover of 450 lacs for last 3 years. Attach Certificate from Chartered Accountant in this regard as per Annexure I.	
15	Profit / loss of the agency during last three year period (a) 2018-19 (b) 2019-20 (c) 2020-21 Attach photo copy of the P&L statement	
16	The Bidder / Tenderer should have minimum 50 workers in on its rolls as on 31/03/2021. Attach Certificate from Chartered Accountant in this regard as per Annexure II.	
17	Whether the Bidder/Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits. If Yes, attach self-attested copy of Valid Certificate of Registration as MSEs along letter from Registering Authority certifying exemption from payment of EMD and benefits	

(Appendix iii)

Check List for Enclosures

ANNEXURE I

CHECK-LIST OF DOCUMENTS PLACED IN TENDER / APPLICATION

Sr	Documents to be attached	YES	NO
1	Proof of tenderer/ bidder being based in Mumbai / Greater Mumbai . Attach self-attested copy of proof.		
3	Tenderer/Bidder self-attested copy of the PAN Card issued by the Income Tax Department.		
4	Tenderer/Bidder self-attested copy of the GST Registration Number (If applicable)		
5	The Tender should have rendered similar satisfactory Housekeeping Services on monthly contract basis with Public Sector Insurance Company / Public Sector Bank / Central or State Government Undertaking /Autonomous Institute / Corporate Establishment of repute having a minimum paid-up capital of Rs. 50 Lacs during the last year. Attach Certificate of Experience and Satisfactory Completion of work awarded from concerned Establishments /Companies		
6	Non-relationship Certificate for participation of near relative of employee in the Tender as per Annexure III		
7	List of existing Clients along with proof which should include Government / Public Sector Undertaking or any Private Company having minimum Rs. 50 Lacs paid-up capital during the last three financial years i.e. 2018-19, 2019-20 and 2020-21.		
8	Proof of registration with Employees Provident Fund Commissioner along with Registration Number. Attach Self-attested copy of Certificate of Registration issued by EPF Commissioner		
9	Proof of registration with ESI Authorities along with Registration Number. Attach Self-attested copy of Certificate of Registration issued by concerned ESI Authority		
10	The Tenderer/Bidder should have minimum 50 workers in Mumbai on their rolls as on 31/03/2021. Attach Certificate from Chartered Accountant as per Annexure II .		
11	Professional Tax certificate		
13	Tenderer/Bidder self-attested copy of register Partnership Deed/ Certificate of Incorporation of Registration Certificate of the firm / Company.		
14	Undertaking regarding non-blacklisting / prosecution of the firm as per specimen given in Annexure IV .		

15	If the bidder / Tenderer is categorized as Micro and Small Enterprises under Public Procurement Policy of Government of India and eligible for benefits , please attach self-attested copy of valid certificate of Registration as MSEs along letter from Registering A		
16	Any other documents / certificates as per tender requirement		

I / We hereby agree to abide by the decision of the Bank in all matters related to this pre-qualification.

For.....

Seal

ANNEXURE I

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST THREE FINANCIAL YEARS

I / We, M/s _____, the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis, hereby confirm that the minimum Annual Turn-Over of the firm/company during the last three financial years i.e. 2018-19, 2019-20, 2020-2021 -is Rs. 50 Lacs or more than Rs. 50 Lacs. The financial year-wise break-up is given below :-

S.NO.	FINANCIAL YEAR	ANNUAL TURN-OVER FOR THE YEAR
1	2018-19	Rs. _____
2	2019-20	Rs. _____
3	2020- 21	Rs. _____

SIGNATURE & SEAL OF THE TENDERER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s. _____ are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE IV

CERTIFICATE REGARDING CONFIRMATION OF NUMBER OF WORKERS ON THE ROLL OF THE BIDDER / TENDERER AS ON 31/03/2021

I / We, M/s _____, the Bidder/Tenderer for providing Housekeeping Services on Monthly Contract Basis to The Bank, Regional Office, Mumbai, hereby confirm that the total number of Workman on my / our roll as on 31/03/2021 is _____ (No. in figures : _____). The site / firm / contract-wise break up of Workman provided to Firms/Clients are as under:

SL. NO	NAME OF FIRM / COMPANY TO WHOM DRIVER/HOUSEKEEPING SERVICES ARE PROVIDED	ADDRESS OF FIRM / COMPANY	NUMBER OF WORKERS PROVIDED AS ON 31/03/2021
		GRAND TOTAL :	

SIGNATURE & SEAL OF THE TENDERER

Certified that the figure regarding number of Workman in Mumbai on the roll of Mr. / M/s. _____, the Bidder/Tenderer for providing Driver/Housekeeping Services on Monthly Contract Basis as mentioned above is true and found correct as per their Books of Accounts as on 31/03/2021.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

ANNEXURE III

FORMAT OF NON-RELATIONSHIP CERTIFICATE

I / We / Our organization,

Including our Partners / Share-holders / Directors hereby certify that none of my / our relative(s) is / are employed in The Bank.

In case at any stage, if it is found that the information given by me / us is false / incorrect, The Bank shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Signature of the Tenderer with Seal

Name of the Tenderer

Date _____

ANNEXURE IV

**SPECIMEN OF UNDERTAKING REGARDING NON-
BACKLISTING/PROSECUTION OF THE FIRM**

(To be submitted on the Letter head of the Bidder/Tenderer)

Date _____ :

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s

hereby undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law.

**SIGNATURE OF BIDDER/TENDERER
WITH DATE AND RUBBER STAMP**

ANNEXURE V

LIST OF PRESENT AND PAST CLIENTS DURING LAST THREE FINANCIAL YEARS.

(Please give complete details as per the following format along with the Experience Certificate issued by clients/organizations to whom services were provided during the last three financial years. This information provided will facilitate evaluation of Tender / Application).

Statement I

List of completed similar works executed by the company during the last three years :

Sr. No.	Name of the work and location	Nature of work involved in the contract: (i.e. providing Housekeeping Services (Workmans Semiskilled / skilled) (Workmans Semiskilled / skilled) and other associated works related to general housekeeping in the office premises.)	Name of the client with full address and full name of the contact person and phone no.	Area of the office premises in sq. ft. (if services provided on multiple locations, area in sq.ft. of each location is to be mentioned.	Details of work order (WO No.) / Agreement No.	Value of work order (Rs.).	Period of Contract under the work order (years)				Whether the work was left incomplete or contract was terminated from the either side. Give details in full.	Any other relevant information including reasons, if any for the delay in completion of work (Including the details of litigations if any)
							Scheduled		Actual			
							From	To	From	To		

Office Seal

Statement II

List of important similar works in hand with the company:

Sr. No.	Name of the work and location	Nature of work involved in the contract: (i.e. providing Housekeeping Services (Workmans Semiskilled / skilled) (Workmans Semiskilled / skilled) and other associated works related to general housekeeping in the office premises.)	Name of the client with full address and full name of the contact person and phone no.	Area of the office premises in sq. ft. (if services provided on multiple locations, area in sq.ft. of each location is to be mentioned.	Details of work order (WO No.)	Value of work order (Rs.).	Period of Contract under the work order (years)	Status of the contract	Any other relevant information including reasons, if any for the delay in completion of work (Including the details of litigations if any)

Office Seal

Statement III

List of key Personnel with details about their educational qualifications, experience etc.:

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of work handled	Name of the project handled	Date from which employed in the present organization	Any other remark

Office seal