



**YASHWANTRAO CHAVAN ACADEMY
OF DEVELOPMENT ADMINISTRATION (YASHADA)**

ESTATE DEPARTMENT

RAJBHAVAN COMPLEX, BANER ROAD, PUNE - 411 007.

Phone No. (020) 25608408 /8409

Quotation for cleaning services of UG/OH Water Tanks, Water Coolers/dispensers and water purifiers at Yashada (2024-2026)

Cost of Quotation Form : Rs. 500/- in cash

Security Deposit : 5% of Accepted Quotation Amount

Earnest Money : Rs. 5000/- In the form of Demand Draft.

Date of Submission starts : 15/07/2024 from 10.00am onwards

Last date of Submission : 25/07 /2024 up to 03.00pm

Name of Work: - Quotation for cleaning services of UG/OH Water Tanks, water coolers/dispensers and water purifiers at Yashada

1. Date of Submission of Quotation offer in Yashada starts from 15/07/2024 at 10 .00 am to 25/07/2024 up to 3.00 pm. No Quotation will be accepted after this time.
2. Offer should be submitted in two envelope system.

Envelope I - Technical Bid

- a) Copy of Shop Act License/Firm Registration
- b) Copy of Pan Card.
- c) Demand Draft of Nationalize/Scheduled Bank in favour of Director General, Yashada of Rs. 5,000/- as Earnest Money Deposit.
- d) Previous Work Experience (Provide work completion certificates for last 3 years for confirming 3-year experience)
- e) Annexure-1, 2, and 3

Envelop II - Price Bid

- a) Agency/Bidder must quote his offer on Page No. 11-12 in Schedule B in figures and in words too.

I) SCOPE OF WORK: -

1. Cleaning of UG/OH Water Tanks, Water Coolers/dispensers, and water purifiers as per details given below. The quantity of water coolers/dispensers and water purifiers may increase/ decrease by 10 to 20 %.
2. Periodicity of Work is 1st week of month of each quarter and as & when required.

CLEANING SERVICES OF UG/ OH WATER TANKS, WATER COOLERS/DISPENSERS AND WATER PURIFIERS AT YASHADA

Sr. No	PARTICULARS	QUANTITY	
		Qty.	Total Capacity in Liters
A	UNDER GROUND WATER TANK		
1	Behind Shamee Hostel	01	40000
2	D G Bungalow	01	10000
3	MDC Hostel	01	160000
Total underground water tanks		03	
B	OVERHEAD WATER TANK		
1	Kojagiri, DG Bangalow	04	15000
2	Durva Hostel -1, Shamee Hostel	04	20000
3	Durva Hostel-I, Jubilee Hostel, Administration Building, PMB Building	08	60000
4	Servants Quarters, Duplex Bungalow, Parijat, Anant, Sanwad Building	08	5000
5	Lezim Hall, Academy Classroom, Chafa	05	10000
6	Library	01	2000
7	RTI Department	01	1000
8	Bakul building	02	30000
9	MDC Hostel Building	03	180000
10	Faculty Laugh	01	2000
11	Dormitory Building	02	6000
Total overhead water tanks		39	

C	Water coolers/Dispensers and Water Purifiers		
1	Durva Hostel-I & Durva Hostel –II, Jubilee Hostel, Shammi Hostel, Lezim Hall, Classroom, Library, Security Main Gate, PMB Building	18	80 / 40 Liters
2	Water Purifiers in MDC, DAC and in Residential Campus	44	

II) TERMS AND CONDITIONS

- 1 Agency or firm should be established a minimum of 3 years from the current date.
2. Works involves only cleaning of water tanks and water cooler as per standard specifications or as directed by Engineer in charge.
3. The payment of the works will be released as per stages of cleaning schedule. For which TDS on Income Tax and GST will be deducted as per the Act & rules applicable from time to time. Security Deposit shall be returned after completion of work and after finalization of final bill.
4. Price bid should contain: - Filled and signed price bid with amount expressed in figure as well as words in Schedule B. The rates quoted in this price bid shall be inclusive of all taxes, duties, etc. No escalation in prices quoted on any count and of any nature, during and for the contract period, shall be payable. There should be, as far as possible, no corrections overwriting in price bid. If any correction, overwriting is inevitable it should be properly attested.
5. In case of insufficient response to this offer, Director General, YASHADA may extend the period of acceptance of the offer.

6. The Director General Yashada reserves the right to accept / reject any one or all offers at any stage without intimation.
7. In case of any dispute, the decision of Director General Yashada will be final & binding.
8. If the offer is accepted by Yashada, Letter of Acceptance will be given immediately. After completing formalities of depositing security deposit, the work order shall be issued and simultaneously agreement shall be signed by both parties.
9. For queries, if any, before submitting the Quotation, you may contact Estate Department, Yashada.
10. For Financial offer, Bidder to quote his/her offers on page No. 6 in Schedule B. The offer amount in rupees will be for a total of 2-year work. (8 quarters)
11. All water tanks and water coolers should be cleaned using an advanced pressure pump.
12. All water tanks and water coolers should be cleaned using antibacteria and antifungal chemicals.
13. All water tanks should be sterilized using ultraviolet rays.
14. All water tanks and water coolers are to be cleaned as per the schedule by the Estate Dept. Also, the Agency may have adjusted the timetable as per availability of Course and participants in Yashada.
15. Yashada will not be responsible for any injuries / accidents of workers and staff. Agency should give indemnity bond to Yashada.
16. Contractors to submit quarterly bills. Running bills – Quarterly payment as per work cleaning schedule, will be processed for payment.

17. Validity period – The offer of the contractor shall remain valid for a minimum period of 30 days from the date fixed for the opening of envelope no 2.
18. Earnest Money – Earnest money of Rs. 5000 (In Words – Five Thousand Only) along with the Quotation should be in form of Demand Draft drawn in any Nationalized / Scheduled bank in favour of Director General YASHADA, Pune.
19. Security Deposit – The successful Quotation shall have to pay security deposit 5% of accepted Quotation amount in the form Demand Draft drawn in any Nationalized / Scheduled bank in favour of Director General YASHADA, Pune
20. The necessary stamp duty charges shall be borne by the contractor whose Quotation is accepted.

III) DECLARATION OF THE CONTRACTOR

I hereby declare that I/We have made myself/ourselves thoroughly conversant with the local conditions regarding all materials and on which I/We have based my/our rates for this Quotation. The specifications and leads on the material have been carefully studied and understood before submitting this Quotation. I/We undertake to use only the best materials approved by HoD Estate or his duly authorized assistant during execution of the work and to abide by the decisions.

Yours faithfully,

For

Signature of the Contractor.

Annexure-1

(To be scanned and uploaded in technical Envelope)

(Printed on letterhead of firm/ company)

SELF DECLARATION

6.1. Declaration as regards acceptance of terms and conditions of contract

1. I Shri. /Smt. -----Proprietor / Director /
authorized signatory of the Company/Firm/Agency M/s -----
-----am competent to sign this declaration and execute this
Quotation document.
2. I have carefully read and understood all the terms and conditions of the Quotation and undertake
to abide by them.
3. The information/documents furnished along with the Quotation are true and authentic to the best
of my knowledge and belief. I / We, am / know furnishing of any false information / fabricated
document would lead to rejection of my Quotation at any stage, besides the liabilities towards
prosecution under appropriate law.

(Office Seal & Signature of Authorized Person)

Place: _____

Name _____

Date: _____

Designation _____

Address: _____

Annexure-2

(To be scanned and uploaded in technical Envelope)

(Printed on letterhead of firm/ company)

Self-Declaration regarding not being blacklisted.

I Shri / Smt. ----- Proprietor/Director/Authorised signatory of the Company/ firm/ Agency M/s.-----, hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organization for Providing and fixing furniture Tables Work in India.

We are not involved in any litigation that may have an impact on the execution of contract or may compromise the delivery of service as required under this Quotation.

There is no Judicial case pending in court of law against this Company/ firm/ Agency.

(Office Seal & Signature of Authorized Person)

Place: _____

Name _____

Date: _____

Designation _____

Address:

Annexure-3

(To be scanned and uploaded in technical Envelope)

Personal & Bank Details for RTGS

All columns are mandatory.

Sr .No.	Personal Detail	
1.	NAME OF THE COMPETENT PERSON & AGENCY	
2.	ADDRESS OF THE AGENCY	
3.	CONTACT DETAILS	1) LANDLINE NO.: 2) MOBILE NO.: 3) e-mail ID:
5.	PAN NO.	
6.	GST NO. –	
Bank Details –		
1.	NAME OF THE AGENCY FOR RTGS	
2.	NAME OF THE BANK	
3.	CITY OF THE BANK	
4.	ACCOUNT NO	
5.	ACCOUNT TYPE	
6.	BRANCH CODE	
7.	ADDRESS OF THE BRANCH	
8.	IFSC CODE	
9.	MICR NO.	

(Office Seal & Signature of Authorized Person)

Place: _____

Name _____

Date: _____

Designation _____

Address: _____