

**TENDER FOR PROVIDING BARBER SERVICE
AT INDIAN MARITIME UNIVERSITY - NAVI MUMBAI CAMPUS**



**TENDER No: IMU-NMC/Barber Service/2021/0018
Issue Date: 24.03.2021**

Issued To,

Cost of Tender Form /Document	The tender document can be downloaded from the website www.imunavimumbai.ac.in or www.imu.edu.in . There is no tender fee.
Issue of Tender Document	24.03.2021 at 1500 hrs
Date & Time of Pre bid Meeting	06.04.2021 at 1100 hrs
Last Date & Time of Submission of the Tender	20.04.2021 upto 1400 hrs
Date and Time of Opening of the Technical Bids	20.04.2021 at 1530 hrs

All bidders are requested to visit IMU Navi Mumbai Campus website:

www.imunavimumbai.ac.in or www.imu.edu.in for regular updates.

1. General Information:

TENDER ENQUIRY

Subject: Tender Enquiry for Supply of Barber Service at IMU-NMC.

Issue Date and Time of Tender : 24.03.2021 at 1500 hrs
Last Date for Submission of Tender: 20.04.2021 upto 1400 hrs

Type of Tender	Two cover system Cover-I-Technical Bid Cover-II- Price Bid
----------------	---

Tender documents consisting of Technical & Financial Bids shall be submitted by the bidders in Two separate sealed envelopes:

- a) Cover – I (Technical Bid), should contain the covering letter, Notice Inviting Tender (NIT) signed on all pages, Annexure I, Annexure II, etc. This cover should be sealed and superscribed as "Technical Bid" .
- b) Cover – II (Price Bid), should contain only Price Bid (Annexure IV). This cover should be sealed and superscribed as "Price Bid".

Covers 1 & 2 should be kept in a separate main cover and this cover should also be sealed, superscribed as "Tender for Supply of Barber Service at IMU-NMC". The bids should reach latest by 1400 hrs on 20.04.2021.

Duly sealed tenders are invited on behalf of Deputy Registrar (Admin.), Indian Maritime University, T.S. Chanakya, Navi Mumbai Campus ,Karave, Nerul, Navi Mumbai- 400706, for the "Tender for Supply of Barber Service at IMU-NMC" as per below Requirements.

Sr. No.	Name of Instruments/Kits	Specifications / Features/Requirements
1	Only Hair Cutting for Cadets of IMU NMC	<ul style="list-style-type: none">• Only hair cutting for cadets 2 time in a month.• Charges per cadet / per cutting in the month.• Minimum 4 or 5 Barber be deputed during hair cutting time.

The experienced and established barber service provider with healthy

barber staff only are requested to quote their minimum rates strictly as per tender specifications in attached Price Bid Format as **Annexure 'IV'**. The Barber service provider must be stayed in Navi Mumbai area.

(2) Scope Of Work:

- a.** General Overview of the service: IMU Navi Mumbai Campus is offering graduation course in Merchant Navy which is a residential course the IMU Navi Mumbai Campus have approximate 550 cadets in the campus.
- b.** Hair Cutting to the cadets section wise or Ship number wise as allotted by wardens need to be done twice in a month.
- c.** The timing will be intimated to the barber by wardens.
- d.** The institute set standard cutting style is to be used for all the cadets without exception.
- e.** The approximate strength for hair cutting is 550
- f.** The Contractor will make all necessary arrangements for accommodating and transporting all manpower deployed by him so as to ensure timely hair cutting service to be done.
- g.** The Contractor should ensure absolute hygiene and cleanliness of the salon area which is allotted to him by the institute. With proper waste disposal in harmony with institute systems.
- h.** The contractor will pay Rs.500/- towards water and electricity charges every month. Wastage of water and electricity must be avoided.
- i.** The Contractor will be required to provide a security deposit of Rupees Ten thousand only (Rs.10,000/-) at the time of award of work. in the form of Demand Draft in favor of IMU- Navi Mumbai Campus payable at Mumbai / Bank Guarantee (as per annexure) from commercial bank. Performance Security should remain valid for a period of 90 (Ninety) days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. which will be returned after completion of the contract.
- j.** The contract will have an option to extend the contract with the same terms & conditions of the present contract for a period of one year based on the performance and satisfactory service. This will be applicable within the currency and six months after expiry of contract. It will be entirely the discretion of the Buyer to exercise this option or not.
- k.** Cleaning of allotted place and its surroundings will be the sole responsibility of the Contractor. The highest possible standards of hygiene are expected. Violations attract financial penalty as laid out vide this document.
- l.** IMU NMC is a total tobacco, alcohol free campus, therefore none of the staff deployed at the campus should be possessing or consuming tobacco products such as bidi, cigarette, chewing tobacco in any form, gutkha, masala, pan & any type alcohol

products etc. Violation will attract penalty.

- m.** Clean & fresh disposable aprons and paper napkins should be used for each cadets, All the comb/ Sissors/ Trimmer/ Straight razar (Ustra) etc are to be cleaned thoroughly with Dettol / Savlon between two cadets. Standard and reputed companies' products should be used. These products should not cause adverse reactions of any type.
- n.** The Straight razar (Ustra) would use disposable half blade. New blade is to be used for each cadets.
- o.** All the equipment used in service of cadets will be kept neat and clean without any stain etc. Care should be taken to avoid injury to customers via sharp objects during salon / processes. Disinfectant and first aid measures should be available for emergencies.
- p.** The vendor would be required to submit medical fineness certificate in respect of each person employed every 6 month specially for any skin diseases and any transmissible diseases by contact or close proximity.
- q.** The barber would be responsible for disposal of hair cut outside the campus complying with all the civic body rules.
- r.** Re-use of covering cloth is not permissible.

(3) Minimum eligibility Criteria:

IMU NMC has set up minimum eligibility criteria for the bidding purposes. All bidding parties must meet following criteria before they apply for the bid. The bidding parties meeting the criteria must enclose their supporting documents along with the technical bid.

Sl No.	Criterion	Documents to be provided
1	The bidder should be in salon / grooming business for not less than 3 years. Excluding the year 2021.	Proof of experience is to be submitted.
2	Bidder should be registered with Income Tax.	(a) Attested copy of PAN/GIR Card.
3	The bidder or any of its partners/directors etc. should not have been black listed/debarred by any of the government agencies or department or should not have been	Self-Declaration in the format in Annexure- 'I'

	found to be guilty of moral turpitude or convicted of any economic offense or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations.	
4	The bidder should have a registered shop in Navi Mumbai	Details and Relevant document (any document verifying ownership or legal lease of the registered office as per list of valid address proof documents mandated by Unique Identification Authority of India (UIDAI)

Any firm/bidder not fulfilling any of the above mentioned criteria duly supported by the indicated documents shall be out-rightly rejected and the bid shall not be considered for further evaluation.

Evaluation Criteria: -

(a) Bids will be opened and evaluated on the basis of documentary validation and evaluation criteria including minimum eligibility criteria stipulated in the tender document. bids of technically unqualified bidders will be rejected. Commercial quote of only technically qualified contractors will be considered.

(b) As per the price bid format, bidders will bid for the rate / person/ Hair Cut and the L-1 bidder (Lowest price offering bidder) will be awarded the contract.

(c) There should be no ambiguity in quoted price as per the price bid format. Conditional offer or the proposal not furnished in the format attached at Annexure 'IV' shall be considered non-responsive and is liable to be rejected

(4) TERMS AND CONDITIONS :

1. SUBMISSION OF BID :

The offer in a duly sealed envelope should be sent by courier/Regd. Post/Speed Post or in person duly super subscribed as "*Tender Enquiry for Providing Barber Service at IMU-NMC*" on top of the envelope so as to reach the office of IMU–Navi Mumbai Campus on or before stipulated due date and time. Offers sent through Fax/E-mail will not be accepted. Bidders are advised to submit the tender by hand so that it is submitted within given time. IMU – Navi Mumbai Campus will not be responsible for delayed/late submission/received late by Post/Courier.

2. Tender Document :

Tender document can be down loaded from IMU – Navi Mumbai Campus website www.imunavimumbai.ac.in or www.imu.edu.in. Bidders must read the document carefully and should submit a copy of full tender document duly stamped and signed on each page by authorized signatory as a token of having read and understood the tender terms.

4. Tender Opening :

Tenders shall be opened on as per schedule date and time at IMU – Navi Mumbai Campus in the presence of the bidders or their authorized representatives who choose to attend the same. Camera/mobile phones etc. are strictly prohibited during the process of tender opening.

5. Award of Tender :

Tender shall be considered for awarding to an eligible agency that quoted lowest rates subject to matching quality and tender specifications. However, IMU – Navi Mumbai Campus Committee reserves the right to choose, accept or reject any or all offers, in full or parts, at any stage, cancel the tender without assigning any reason thereof. Kindly note that Bids shall be evaluated as per tender specifications; hence bidders are advised to offer their equipment model and quote accordingly. No submission shall be entertained after bid opening.

6. Validity of the Tender :

Bids shall be valid for a period of 60 days from the date of opening of the tender.

7. Payment Terms :

The payment for the service provided will be made against submission of bill in Triplicate along with the total number of hair cutting done for cadets in the month duly certified by the Warden or authorised officer of IMU NMC. 100% payment shall be released within 10 days by online transfer.

Bidders are to provide bank account details of the company or Person for online transfer of payment in the prescribed MANDATE FORM attached.

8. Penalty: If the bidder is failed to provide the service as per tender terms and condition.

9. Jurisdiction :

Disputes, legal matters, court matters, if any, shall be subject to Navi Mumbai Jurisdiction only.

10. Arbitration :

In the event of any dispute arising between IMU – Navi Mumbai Campus and the agency in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said rate contract, the matter shall be referred to the IMU – Navi Mumbai Campus who may himself act as sole arbitrator or may name as sole arbitrator an officer of IMU – Navi Mumbai Campus notwithstanding the fact that such officer has been directly or indirectly associated with this rate contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The agency expressly agrees that the arbitration proceedings shall be held at IMU – Navi Mumbai Campus and the decision given by the arbitrator shall be binding for the both the parties. The arbitration and Conciliation Act of 1996 as amended from time to time shall govern the Arbitration proceedings.

11. Safety & Insurance :

- (a) The Contractor shall follow safety procedures in all respects.
- (b) The Contractor will adhere to safe working practices and will take all safety measures necessary for safety of his workmen. He will remain responsible for the safety of his engaged persons. The Contractor should provide all necessary safety instructions, personal protective safety equipment to the persons engaged by him as applicable and required.
- (c) The Contractor will ensure that the workmen maintain good personal hygiene and shall need to be free from any contagious diseases. The workforce will be subjected to medical check-up of appropriate medical authority identified by IMU NMC. Unfit personnel will not be deployed by the contractor. The expenditure on this effect will be paid by the Contractor.
- (d) The Contractor shall be liable to bear all expenses/damages/compensation made in the campus during his services.

"ANNEXURE – I"

DECLARATION BY THE BIDDER

(Must be on letter head of agency duly stamped and signed)

I/We _____ hereby state that we have gone through and understood the Tender Document of tender enquiry floated by IMU – Navi Mumbai Campus for providing Barber Services. Our Bid has been prepared accordingly in compliance with the requirement stipulated in the said document.

We are submitting a copy of Tender Document marked "Original" as part of our Bid, duly signed and stamped on each page in token of our acceptance of all terms and conditions.

I/we further state that content of tender document including all technical specifications, scope of work, terms and conditions of tender have been carefully read and understood by me/us.

I/We state that there are sufficient authorized service and maintenance network with sufficient infrastructure and skilled workforce in Navi Mumbai area for providing best and prompt service support as and when required. Address and contact numbers of such authorized workshops has been enclosed.

I/Wedeclare on solemn affirmation that whatever information submitted in this tender is true and correct to the best of my/ our knowledge and belief. I/we hereby certify that my / our firm has never been disqualified/ blacklisted by any office /Department / undertaking of the state / central Govt. of India at any time for unsatisfactory supply of stores/ services of any description.

(Signature of Bidder with seal of the firm)

Date:

Place:

ANNEXURE-II**CHECK LIST**

Name of Dealer with Address:

Sl. No.	Documents to be checked	Yes/ No/ NA	Page No. of submitted tender	Remarks, if any
1.	Proof of experience is to be submitted.			
2.	Tender document Duly filled, serially numbered, stamped and signed on each page			
3.	Copy of PAN Card of agency/ proprietor			
4.	Copy of Service Tax registration certificate			
5.	Self declaration in the format in Annexure- 'I'			
6.	Complete details of Dealer's bank account of agency for online transfer of payment in the prescribed MANDATE FORM.			

Date:
seal

Bidder's Signature with

ANNEXURE-III**GENERAL INFORMATION ABOUT THE BIDDER**

Sl. No.	Description	Details
1.	Name of the Agency	
2.	Postal Address	
3.	Telephone Number (Landline/Mobile)	
4.	E-mail address & URL	
5.	Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination	
6.	Has the company/firm to pay arrear of income tax? if yes, up to what amount	
7.	Has any Govt. Dept./Undertaking ever debarred the company/firm from supplying stores or services of any description?	
8.	Any other Information	
9.	Address and Contact Numbers of authorized Service Stations in Mumbai / Navi Mumbai.	
10.	Details of Bank Account of Agency (for online transfer of payment) in the prescribed MANDATE FORM.	

Date:
seal

Tenderer's Signature with

**TENDER FOR PROVIDING BARBER SERVICE
AT INDIAN MARITIME UNIVERSITY - NAVI MUMBAI CAMPUS**



TENDER No: IMU-NMC/Barber Service/2021/0018

Issue Date: 24.03.2021

PRICE BID

Sr. No.	Name of Service	Rate for one time Hair cut per person	Total Amount*
1	Hair Cut		

Strike out the box where the firm has not quoted

Note:- The bidder is to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the tender document before quoting the rates. The lowest rate for hair cut per person bidder will be given the contract.

Signature _____

Name _____

Place:

Date:

Official Seal

MANDATE FORM
(Account/s Information form)

REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM IMU.

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDERER / FIRM

COMPLETE CONTACT ADDRESS

MOBILE NUMBER / PH NO

E.MAIL:

PAN :

B, BANK ACCOUNT DETAILS:

ACCOUNT NAME (Name appearing in your Cheque Book)

BRANCH NAME WITH COMPLETE ADDRESS,

TELEPHONE NO

BRANCH CODE

Note: Please attach a Cancelled Cheque along with the account information form.

COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant)

IFSC CODE

TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)

MICR CODE OF BANK

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Vendors/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager