

**GOA AGRICULTURAL PRODUCE AND LIVESTOCK
MARKETING BOARD**

Arlem, Raia, Salcete – Goa

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No:GAPLMB/360/ADM/2026

Date:21 /01/2026

PLEASE READ CAREFULLY TERMS & CONDITIONS BEFORE SUBMISSION OF TENDER

Name of the Work: Engagement of agency for Housekeeping / Security Guard/ Supervisor work at the office buildings of GAPLMB, Arlem Raia, Salcete-Goa.

Tender is invited from financially sound, experienced, resourceful and bona fide agencies for supply/providing **Housekeeping** work at the office buildings of GAPLMB, Arlem Raia, Salcete-Goa, as per details given below. The Tenders submitted directly in the office of GAPLMB.

ELIGIBILITY CRITERIA:-

1. The bidder agency must hold valid registration/license with appropriate authority of Govt. of Goa. The successful Bidder will further ensure that their registration/licenses remain valid on the date of bid opening and till the end of the contract period.
2. The bidder agency must not have been declared defaulter/blacklisted by any Court of Law or any State/Central Government Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep GAPLMB informed.
3. Bank solvency certificate for Rs 10 lac (Rupees Ten lac) to be submitted.
4. The bidder agency should be situated within the Goa North and South Goa District.
5. The bidder agency must have completed at least two similar works with other organizations such as Central Government or Autonomous or PSU or defense organizations, Municipal bodies, etc. each costing not less than 40% of the quotation value.
6. The bidder agency must be compliant with all statutory requirements such as, EPF, ESI, GST, etc. as per eligibility criteria.
7. A copy of PAN allotted to the firm along with copy of IT Acknowledge may be submitted for last three Year (2022-23, 2023-24, 2024-25)

SECTION-II INSTRUCTIONS
TOTHEBIDDERS

A.) SCOPE OF WORK

The Scope of work includes providing housekeeping services as per requirement of GAPLMB, Arlem Raia, Salcete-Goa. The scope of work shall include but not limited to the following:

1. The deployed housekeeping shall be very punctual while reporting to office.
2. They shall not allow any unauthorized person in the OFFICE OF GAPLMB premises, etc. during their duty hours. The housekeeping shall be employed for eight hours a day. **As per schedule attached.** (Annexure-1)
3. **The housekeeping shall deposit any missing material/ article found in the premises as per the direction of the authorized representative.**
4. **The housekeeping shall maintain visitor and staff movement record if desired by the authorities.**
5. The housekeeping (s) shall perform any other task allotted by the GAPLMB authorities management in the overall interest of the safety of the premises.
6. Scope of work defined above is only illustrative and not exhaustive. The Quotation has to fulfill the entire requirements described above and elsewhere in the tender document.
7. The quotation shall make necessary arrangements as per the scope of work and responsibilities on all working days including Sundays and holidays with reference to Tender documents.
8. In case the housekeeping services are not found to be satisfactory, GAPLMB reserves the right to cancel the service from the assigned agency after informing the reasons for the same.
9. Services may be extended, on the same terms & conditions up to such period as may be decided by GAPLMB subject to satisfactory service.
10. It shall be ensured that all housekeeping staff are paid wages not less than **the minimum wages declared by Govt. of Goa. All statutory obligations like PF, ESI, etc. must be paid in respect of the guard employed by the Agency. All these obligations shall**

the liability of the Agency.

11. The Housekeeping shall always be in uniform and should have proper identity card while on duty. He shall sign his attendance in register for the purpose.
12. The Housekeeping on duty shall not sleep, consume liquor or play cards while on duty or indulge in any activity not in conformity with his duties.
13. The Housekeeping are required to perform such other duties as may be decided by the competent authority of GAPLMB.

B.) COST OF SHIPPING

Prospective bidders shall bear all the costs associated with the preparation and submission of the bid. GAPLMB in no case will be responsible or liable for these costs regardless of conductor or outcome of the Quotation process.

C.) BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS: The bidder must submit this bid in two parts as mentioned below: Part 1:- Called "Technical Bid" & Part 2 "Financial Bids" per schedule:-

Earnest Money

2. An earnest money of Rs. 10,000/- (Rupees ten thousand) only is required to be submitted along with the Quotation by Demand Draft in favour of "GAPLMB".
3. Refund of Earnest Money: the earnest money of all the unsuccessful bidder will be refunded after finalization of the Quotation.

These above documents should also be self-attested by the Authorized representative of the Agency.

- a. Bidders/persons authorized for conduct of the business by the owner/proprietors'/partners shall sign on all the pages of the Quotation Form. Quotation not so signed are liable to be rejected.
- b. Copies of the balance sheets for the last two financial years (2023-24 & 2024-25) to establish the turnover of the bidder.
- c. An undertaking on the letterhead of the Firm/Company to the effect that "The Bidder has gone through all the Terms & Conditions of the document & these are acceptable to the Bidder". (As per format provided in Annexure-11). Scanned copy of the undertaking to be signed by the authorized signatory.
- d. Bank solvency certificate for Rs 10 lac (Rupees Ten lac) to be submitted.

Part-2: -Called "Financial Bid" which shall contain: -

Duly filled in prescribed Bid form (Price Bids as per Annexure 111)

- a. eBid is liable to be **rejected**, if the requisite information/documents/Earnest Money have not been furnished as asked for in the Tender.

A person signing the Bid for or any documents forming part of the bid on behalf of another, shall be deemed under warranty that he has authority to bind with his acts such other person. If on enquiry, it appears that the person so signing has no authority to do so, GAPLMB, without prejudice to other Civil and Criminal remedies can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from.

D. VALIDITY OF BIDS

The Bid shall be valid for acceptance for 120 days after the date of bid opening prescribed by the GAPLMB OF GOA shall be further extendable by another 30 days.

E. VALIDITY OF CONTRACT

Validity of contract for a period of Three months from the date of the signing of contract. However, the contract is extendable for such period as may be decided by the competent authority of GAPLMB on the same terms & conditions of contract, strictly on the basis of satisfactory performance, at the sole discretion of **GAPLMB AUTHORITIES**

F. TO ACCEPT/REJECT ANY BID

The GAPLMB reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the GAPLMB action.

G. SECURITY GUARANTEE:

The successful bidder will have to furnish a Performance Security for an amount equivalent to 8% of the Expected business in the form of either a Bank Guarantee, valid for 3 months beyond the

term of the contract, issued by a scheduled bank. OR Demand Draft issued by a Scheduled Bank. The Demand Draft or Bank Guarantee should be favoring "GAPLMB, GOA". No claim shall be made against Government of GOA/ GAPLMB GOA in respect of interest accrued, if any, due on the Performance Security deposit. In case of extension of contract for another year the Performance Guarantee should be renewed to ensure that it remains valid up to three months beyond the validity of the extended contract period.

H. The Earnest Money will be forfeited if a Bidder withdraws its quotation during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- i. sign the contract in accordance with the terms and conditions, and
- ii. Performance Sec
- iii. urity as specified in the terms and conditions.

PRE-BID MEETING

A pre-bid meeting open to all prospective bidders will be held as per **Bidding Schedule** in the **Office of GAPLMB, Arlem Raia, Goa on 28/01/2026 at 12.00 noon** wherein the prospective bidders will have an opportunity to obtain further information and clarifications regarding work and the terms & conditions.

The prospective bidders are free to ask for any additional information and seek clarifications concerning the work either in writing or orally. The clarifications given will be common and applicable to all. No individual correspondence shall be entertained by GAPLMB thereafter with the prospective bidders/their representatives.

J. SUBMISSION OF BIDS / Quotation

The Bidders will submit all the Bid documents at the office of the GAPLMB within **28/01/2026** upto 10.00 PM

K. PRICING

The quoted offers shall remain firm and fixed for the entire duration of the contract except for the statutory minimum wages as announced by the Govt. of Goa from time to time.

K. MISCELLANEOUS

- a. Agency shall attend the meetings fixed by the Authorities as and when called for.
- b. successful Bidder's Earnest Money will be discharged upon the Bidder executing the Contract and furnishing the Performance Security.

SECTION II

Terms and conditions of the Tender:

- (i) last day of receipt of Quotation is declared a holiday, the Quotation shall be opened on the next working day at the same time. The Bidders/their authorized representatives may be present at the time of opening of the Quotation.
- (ii) without EMD or in complete in any respect shall be disqualified.
- (iii) as per Annexure I & the Price Bid as per Annexure-11 is to be furnished by the Bidder.
- (iv) Bidder (will be extended an offer for engagement which the Agency will be required to accept within 15 days. They will also be required to execute an agreement

along with Performance Security equivalent to 8% of contractual amount for three months. The Performance Security may be in the form of a Bank Guaranty. The Bank Guarantees should be in the name of "GAPLMB, ARLEM, RAIA, GOA". If performance security is furnished it should remain valid for a period of 6 Months beyond the completion of the contractual obligations by the Agency.

- (v) To perform or neglect any of its obligations under the contract, it shall be lawful for GAPLMB, GOA to forfeit the Performance Security furnished by the Agency.
- (vi) The ownership pattern of the contracting agency will not nullify the provisions of the Contract. The contract will devolve on the successor owners.
- (vii) Agency will ensure that ESIC Cards & EPF Passbooks are made available to all the individuals deployed on GAPLMB duty by the Agency.
- (viii) Agency shall quote only its Service Charges in Annexure-11 (BOQ), as a percentage of Minimum Wage Rate notified by the Govt. of Goa. The Minimum wages rate will include payment towards EPF, ESI & any other mandatory statutory benefits if notified by the Government in future. GAPLMB will not pay towards Uniform charges, relieving charges or washing charges, medicines or medical benefits, etc. Such charges shall be borne by the Agency/Contractor.
- (ix) **BREAKER**: In case of identical Bids by more than one Bidder, the following Tie-breaker procedure will be adopted to break the tie (in order of listing):
 - i. of the Bidder: More the turnover, more the preference
 - ii. of Establishment: Longer the period of establishment, more the preference.
- (x) charges are subject to revision of minimum wages for unskilled labor from time to time by the Deptt of Labor & Govt. of Goa.
- (xi) If at any time during the Contract, the Agency reduces its Service Charges for similar contract with any

other Organization (Govt/PSU/Banks/Autonomous bodies etc), it shall inform such **reduction to the Deptt. and the amount payable by the deptt towards such charges shall stand automatically reduced from the date of such reduction.**

- (xii) will be deployed to provide services under GAPLMB, GOA.
- (xiii) will be valid for a period of three months from the date of finalization of the rates. However, it can be extended on mutual agreement of the GAPLMB and the Agency, provided the Agency delivers satisfactory performance.

- (xiv) Agency selected L1 will be required to execute an agreement on Non-Judicial Stamp Paper, duly signed by the Authorized representative of the Agency within 15 days of the Offer. Failure to comply shall be in forfeiture of the EMD.
- (xv) Agency is not bound to avail the services of the Housekeeping for the whole three months period.
- (xvi) Agency shall be required to submit its Bill for the services rendered within 1st week of the succeeding month, in duplicate. The Bill should be accompanied by a Satisfactory Performance Certificate & Attendance Certificate, duly verified by the authorized representative of the GAPLMB of the facilities where the Housekeeping are deployed. The Agency shall also attach lists of the employees deployed on duties, copies of the EPF contribution & the ESI contribution Challans in respect of the employees for the previous month along with the Bill. Copies of the Receipt/Challan of the GST shall also be required to be attached.
- (xvii) Goods and Service Tax be paid by GAPLMB directly to the GST authority under reverse charge mechanism.
- (xviii)** It will deduct TDS at source, as per applicable rules of Income Tax Act.
- (xix) Agency shall be responsible for payment of wages, etc. to the deployed Housekeeping as per prevailing Acts/Orders as applicable to the Govt. of Goa. If any dispute arises between the Agency & the Housekeeping employee by it in the matter of wages or any other service condition, it shall be settled by the Agency & the Housekeeping engaged by it themselves. GAPLMB Goa or the Govt. of India shall not be a party in any such dispute.
- (xx) Housekeeping deployed by the Agency will be employees of the Agency only.
- (xxi)** Violation of Labour Act, the contract shall be terminated forthwith & the performance security shall be forfeited.
- (xxii)** Manpower can be increased or decreased. The personnel to be engaged by the agency should be preferably female having good health and between age of 18-50 years.
- (xxiii) Dispute arising out of or in respect of the contract will be dealt under appropriate court of law.
- (xxiv) Agency will maintain all records and registers ready and may be produced to Labour Deptt, Provident fund, E.S.I. or any other statutory body on demand.
- (xxv) Agency will not engage subcontractor or transfer the contract.
- (xxvi) Agency awarded the contract will be liable to pay compensation of losses

occurring out of damage/theft at GAPLMB BUILDING through negligence (or otherwise) of their employees.

(xxvii) GAPLMB not be held responsible in case of any physical harm, death or injury while on duty to the Housekeeping deployed; and, any compensation will be provided to the Agency.

(xxviii) Agency will ensure that the housekeeping wear Uniform and name plate while on duty. Information furnished in the Tender Form is found incorrect, the Quotation will be rejected/cancelled forthwith, the Agency will be blacklisted for 2 (two) years & the EMO/performance security submitted shall be forfeited.

(xxix) **Forms found incomplete in any respect or without EMD shall be summarily rejected.**

(xxx) GAPLMB reserves the right to withdraw the Quotation at any time before its finalization without assigning any reason there of

(xxxi) **Tender withdraws/will not agree to undertake the job as per rate quoted by them after finalization of the tender, his Earnest Money will be forfeited and will be black listed.**

SECTION-III

I. SPECIAL CONDITIONS & COMPLIANCE OF LABOUR LAWS:

1. **All employees of the Contractor shall be employees of the Contractor only..**
2. The contractor shall have a valid licence obtained from Licensing Authority under the Contract Labour (Regulation & Abolition) Act, 1970. Or any extant Act.
3. The contractor shall submit the EPF code number obtained from the authorities concerned under the Employees Provident Fund and Miscellaneous Provisions Act, 1952 or any extant Act.
4. If any of the persons engaged by the contractor misbehaves with any of the officials of the GAPLMB, Goa or any beneficiary of GAPLMB or commits any misconduct with regard to the property of the GAPLMB, Goa or suffers from any serious communicable disease, the Contractor shall replace them immediately. In case Authority of GAPLMB, GOA feel that the conduct of any of CONTRACTOR'S

employees are detrimental to the interests of GAPLMB, have the unqualified right to request for removal of such employee either for incompetence, unreliability, misbehavior, security reasons, etc., Misbehavior While on or off the job. The CONTRACTOR shall comply with any such request to remove such personnel at CONTRACTOR's expense unconditionally. The CONTRACTOR will be allowed a maximum of two working days to replace the person by competent qualified person at CONTRACTOR's cost.

5. The contractor shall not engage/employ persons below the age of 18 years or engage any person in violation extant Act.
6. The contractor shall issue appointment letters to the persons engaged by him for deployment under this contract, a copy of which should be submitted to GAPLMB for record.
7. The contractor shall deploy one **Supervisor/coordinator** to manage the deployment of persons engaged under the Contract in GAPLMB ARLEM-GOA and to ensure proper working & for day-to-day liaison work **be** designated officers of GAPLMB ARLEM -GOA shall not be liable to pay for their services.
- 7A. The agency should be capable of making payment up to 3 months from his own account.
8. The Contractor shall pay wages directly to his workmen through electronic payment mode/by cheque payment. He will ensure that all the personnel deployed have proper Bank accounts in the Scheduled banks.
9. (i) The Bidders shall ensure that the deployed manpower stays in the facility for eight hours during the shift.
(ii) In case it is found that the wages are not being paid in accordance with the statutory Minimum Wages Act, the contract shall be terminated forthwith & the performance security forfeited.
(iii) The Agency shall be responsible for payment of wages etc. to the deployed personnel as per prevailing Acts/Orders as applicable issued by the Govt. of Goa. If any dispute arises between the Agency & the personnel employed by it in the matter of wages or any other

Service condition, it shall be settled by the Agency & the personnel engaged by it themselves. GAPLMB ARLEM-GOA shall not be a party in any such dispute.

10. The contractor shall provide necessary insurance coverage to his workmen engaged in the execution of his contract so as to hold the GAPLMB ARLEM-GOA non-liable for any act from contractor's workmen in case of any accident/ mishap including death. The insurance cost of personnel working for the contractor at the site shall be borne by the contractor. The contractor may provide the Group Insurance Scheme of UCo or any other Insurance agency for his workmen.
11. The contractor shall deploy adequate number of persons for execution of the work undertaken on contract regulating their working hours and weekly off within the statutory limits. The contractor shall be responsible for payment of overtime wages to his workmen if any, in case they are required to work beyond the prescribed hours under law.
12. Contractor shall provide proper numbered photo identification cards to his employees to be deputed by him for work, duly signed by the contractor or person authorized on behalf of contractor.
13. The personnel deployed by the contractor for job shall meet the following requirements:
 - a. Should be medically fit for the job, duly certified from time to time, this is liable to be cross checked by authorized person of GAPLMB ARLEM-GOA, if required.
 - b. Should possess good conduct and discipline.
14. The requirement given in the scope of work is only indicative. GAPLMB ARLEM-GOA reserves the right either to increase or decrease it as per requirement. The decision of GAPLMB ARLEM-GOA authorities in this regard shall be final and binding on the Contractor.
15. On receipt of work order, the contractor shall have to enter into Agreement with GAPLMB ARLEM-GOA in which one of the clauses would be arbitration clause as per the arbitration Act, which will be forceable by either party in case of any dispute arising out of the **work** order.
16. In case contractor wishes to exit from contract, he will give notice of 3 months prior to such exit, failing which whole of Performance Security Guarantee will be forfeited along with deduction of an amount equivalent to one-month payment from pending Bills and the contractor will be barred from bidding in GAPLMB ARLEM-GOA or outside Goa.

II PAYMENT PROCEDURE:

The contractor shall submit monthly bills to the office of GAPLMB ARLEM-GOA, with the following documents for verification and payment:

- i) Proof of deposit of statutory levies like EPF/ES etc. (with a list of individual names and amount deposited in their accounts. (
- ii) Proof of ECS/Cheque payment to his personnel for the jobs completed during the previous month.

11) Performance & Evaluation reports duly signed by the authorized person of GAPLMB ARLEM-GOA.

The bills are to be addressed to, S E C R E T A R Y , GAPLMB ARLEM-GOA.

TDS shall be deducted at source at the time of payment to the contractor as per the provisions of the Income Tax Act as applicable.

Performance & Payment:

- A. The monthly payment shall become payable only if the service performance as measured by the GAPLMB ARLEM-GOA is found satisfactory,
- B. The Contractor shall submit this bills to the S E C R E T A R Y , GAPLMB ARLEM-GOA by 5th of every month with all the documents specified in Payment Procedure above along with the consolidated monthly Performance report duly verified and signed by the authorized officer/official of GAPLMB ARLEM-GOA.

Secretary

GAPLMB ARLEM-GOA

DESCRIPTION OF MAN-POWER

TENDER FORMAT

Description of Personnel	No. of persons
Sweeper/Cleaner/Housekeeping	4

Manpower Charge (fixed Basic Price)

Reference: 97/Stat/2RW/76/266/LCS/JLC dated 25/6/2020

Daily Fixed BASIC PRICE for unskilled sweeper/Housekeeping	Monthly Minimum Rates of Wages	E.S.I Contribution (3.25%)	E.P.F. Contribution (13%)	Employee Deposit Linked Scheme (E OIL) (0.5%)	Administrative Charge under EPF (0.5%)	Bonus (8.33%)	Total FIXED BASIC PRICE

The Consolidated Monthly Charges including Service Charge will be paid to the successful agency as per latest order issued by the Department. The total fixed basic charge will change whenever minimum monthly rate of Wages is changed by the office of the Labour Commissioner. The agency Charge will remain fixed throughout the period of Contract.

BID SUBMISSION PERFORMANCE UNDERTAKING

(To be typed on Letterhead of Bidder Agency)

Tender No.....

Secretary

GAPLMB, Arlem, Raia,

Salcete Goa.

Dear Sir,

1. I/We hereby offer to supply the services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Quotation at the Service charge given in the said schedule and agree to hold this offer open till

_____ (Date).

2. I/We have understood and complied with the "Instruction to Bidders", the "General Terms and Conditions" of the quotation document and all the Annexures thereto; and, have thoroughly examined and complied with the specifications, drawings, Special Conditions of Contract and/or pattern and am/are fully aware of the nature of the service required; and undertake to accept the same for providing services and my/our offer is to provide services strictly in accordance with the requirements.

Yours faithfully,

Signature of Bidder Address

Dated

Financial Bid

NAME OF THE AGENCY:**A ADDRESS IN FULL****CONTACT NO**

(The Quotation should fill the column of all-inclusive service charges only that includes all the incidental expenses and cost of consumables.

Total No. of Housekeeping

Conservancy Staff required: 4 Nos

TOTAL COST PER PERSON

CATEGORY ZONE A	Service charge to be quoted per person per month (both in figure & words)
Housekeeping/Conservancy staff (unskilled manpower in terms of memo No: 97/Stat/2RW/76/266/LCS/JLC dated 25/6/2020	

Signature of the agency

With proper seal

Financial Bid

NAME OF THE AGENCY:**A ADDRESS IN FULL****CONTACT NO**

(The Quotation should fill the column of all-inclusive service charges only that includes all the incidental expenses and cost of consumables.

Total No. of Housekeeping

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Signature of the agency

With proper seal

ELIGIBILITY CRITERIA: -

1. The bidder agency must hold valid registration/license with appropriate authority of Govt. of Goa. The successful Bidder will further ensure that their registration/licenses remain valid on the date of bid opening and till the end of the contract period.
2. The bidder agency must not have been blacklisted by any Court of Law or any State/Central Government Autonomous bodies/PSUs and in any such future event, the agency shall undertake to keep GAPLMB informed.
3. The bidder agency should be situated within the Goa North and South Goa District.
4. The bidder agency must have completed at least two similar works with other organizations such as Central Government or Autonomous or PSU or defense organizations, Municipal bodies, etc. each costing not less than 25% of the quotation value.
5. The bidder agency must be compliant with all statutory requirements such as, EPF, ESI, GST, etc. as per eligibility criteria.
6. A copy of PAN allotted to the firm.
7. A copy of GST Registration allotted to the firm along with copy of GST return may be submitted for the last year.

Earnest Money

1. The cost of tender documents fee of Rs. 1000/-(Rupees one thousand only) in cash and acknowledge the receipt of 'GAPLMB'.
2. An earnest money of Rs.10,000/-(Rupees ten thousand) only is required to be submitted along with the tender by Demand Draft in favor of GAPLMB.

These above documents should be also be self -attested by the Authorized representative of the Agency.

3. Bidder / persons authorized for conduct of the business by the owner / proprietor /partner shall sign on all the pages of the Tender Form. Tenders not so signed are liable to be rejected.
4. An undertaking on the letter head of the Firm/ company to the effect that "The Bidder has gone through all the terms and condtions of the Tender documents and the same are acceptable to the Tendered".(As per format provided in Annexure -11). Scanned copy of the undertaking to be signed by the authorized signatory.