

TENDER DOCUMENT

ANNUAL CONTRACT

FOR

PROVIDING SWEEPING/CLEANING SERVICES

At

GOVERNMENT COLLEGE OF ENGINEERING

KALAHANDI, BHAWANIPATNA

Tender No: GCEK/794

Date: 26/10/17



Last date for submission: 25/11/17
Opening of technical bid: 28/11/17

At: Bandopala, Po:Risigaon, Bhawanipatna-766002,E-mail:principalgcek@gmail.com

Sealed tenders are invited under Two Bid System i.e. (Part-I Technical Bid and Part-II Financial Bid) from reputed, professionally experienced and financially sound Manpower Agencies to provide manpower for sanitation (Sweeping / cleaning) 'Safaiwalas' services at Government College of Engineering Kalahandi Bhawanipatna.

A. SCOPE OF THE WORK

1. SWEEPING / CLEANING:-

Cleaning the entire Academic Block & Central Workshop Government College of Engineering Kalahandi (GCEK), Bhawanipatna which includes office rooms/halls, verandas/corridors, parking lot, toilet and laboratories both gents and ladies located in first, second and third floors in GCEK. The scope will also include proper collection/ disposal of the garbage / waste / dirt material as per the procedures of the local authority. Detailed scope of work is as under:-

Sl. No	Description of work	Periodicity	Remarks
1	Sweeping and cleaning of all floors in GCEK	Once daily	Using cleaning powder and wipeout for floors
2	Dusting and cleaning of tables, chairs, filing, cabinets, sofas, curtains and blinds, library book racks;	Once daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises	Once daily	Using suitable liquid spray and fine cotton/cloth
4	Cleaning "Gents and Ladies Toilets" and wash basins with fittings, mirrors etc.;	Thrice daily	Using phenyl, acid and detergent powder. Naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid daily. Cleanliness of containers should be maintained, good quality air freshener to be added in sufficient no. for urinals and wash basins
5	Cleaning choked toilets;	As and	Conventional way of

		when required	cleaning
6	Cleaning of notice board, nameplates, key boxes etc.;	Daily	Conventional way of cleaning
7	Collection/disposal of garbage from dustbins/containers:	Twice daily	Collection through dustbins located at different positions in the offices premises.
8	Upkeep of the building (including Cleaning of terrace/ corridor/ staircase/ verandas/ window panels on all the floors etc.)	As and when required	
9	Miscellaneous work (like cleaning water tanks, peripheral roads etc.)	As and when required	
10	Cleaning Class Room, Faculty Chamber, Office, Faculty and office Tiolet	Daily	

Apart from the above, the GCEK can assign any type of job in the office premises related to sanitation and cleaning etc.

B. ELIGIBILITY CRITERIA

The Agency/Proprietary firm/ Partnership firm/ Company who fulfills the following minimum criteria need to submit their bids and failure to provide any necessary documents will render the bidder for disqualification on technical grounds.

- (a) The manpower supplying agencies should have its Registered/Head office in Kalahandi and have been in existence for a period not less than 2-3 years and having annual turnover of Rs.2-10 lakh during the last 2-3 years.
- (b) It should have been registered under Relevant Act and a copy each of the registration shall be attached with the bid.
- (c) It should have PAN, GSTIN number and Service Tax Registration (Proof in this regard may be attached with the bid).
- (d) It should be registered under EPFO and ESI.
- (e) It should not have been blacklisted by any Government Organization.Undertaking in this regard is to be furnished.
- (f) The bidders must have successfully completed minimum 1-2 contract jobs of providing Safaiwala under the respective contract for organizations, institutions or reputed private firms.

C. INSTRUCTIONS TO TENDERERS

1. The Tender should be addressed to “The Principal ,Government College of Engineering Kalahandi,Bhawanipatna,At:Bandopala,Po: Risigaon,Pin-766002”
2. The Tenders are required to submit one technical and one financial bid. AS per prescribed proforma (in section E and F). The Financial Bid should be submitted in a separately sealed envelope super scribed “Financial Bid for Sweeping and Cleaning Services in GCEK, Bhawanipatna”. Similar way the Technical Bid should be

7. Payment shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all respect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of the work has to be given and certified by the officer, GCEK, Bhawanipatna on the monthly payment bill. The payment would be based on actual attendance.

9. The period of contract shall initially be for a period of one year from the date of awarding the contract extendable for another year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the competent authority. GCEK, Bhawanipatna also reserves the right to terminate the contract after giving 30 days' notice without assigning reason thereof.

10. The service provider shall be contactable at all times and message sent by Tel/E-mail/ fax/ special messenger from the office to the service provider shall be acknowledged within 2 hours on the same day.

11. The persons engaged by the Agency should not have any adverse police records/ criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before proposing deployment their engagement for the purpose. The characters and antecedents of each personnel will be got verified by the service provider before their deployment through the local police and such report should be submitted before deployment. Proofs of identity like driving license, Aadhar card, election photo identity card, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the GCEK, Bhawanipatna. The service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from GCEK, Bhawanipatna.

12. If any of the contract workers is found misbehaving with the supervisory staff or any other staff member/trainees of the GCEK, Bhawanipatna, the contractor shall, on receipt of instruction of the competent authority in this regard, replace such workers. The contractors shall issue necessary instruction to its employees to act upon the instructions given by the supervisory staff of GCEK, Bhawanipatna.

13. The Agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions act 1952 and ESI act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principle employer due to failure of the contractor shall indemnify and reimburse the amount payable by GCEK, Bhawanipatna on this account.

14. The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI and EPF towards the persons deployed at GCEK, Bhawanipatna in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI and EPF contribution shall be withheld till submission of proof of payment by the contractor.

15. The contractor shall particularly abide by the provisions of minimum wages act
16. The Earnest **Money Deposit (EMD)** (bid security) of five percent of total amount in the form of Demand Draft drawn in favour of “Principal, Government college of Engineering Kalahandi, Bhawanipatna, payable at Bhawanipatna” should be enclosed with the tender. The tender received without EMD would be summarily rejected. The earnest money deposit will be refunded to the tenders whose offer has not been accepted.
17. It is mandatory for the successful tender to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Demand Draft/Pay Order drawn in favour of “Principal, Government college of Engineering Kalahandi, Bhawanipatna, payable at Bhawanipatna” as Performance Security. The security deposit should be valid beyond 60 days of the period of the contract. The security deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
18. The successful Agency will be required to execute an agreement with within the period specified in the award letter. In case the successful Agency fails to enter into the agreement with GCEK, Bhawanipatna within the specified date mentioned in the award letter, the EMD deposited by such Agency shall forfeited without giving any further notice.
19. There is no master and servant relationship between the employees of the service provider and the GCEK, Bhawanipatna and further the engaged persons of the service provider shall have no claim for any absorption in service of the government of India at any stage.
20. The GCEK, Bhawanipatna reserves the right to accept or reject any or all tenders without assigning any reason..
21. Unsatisfactory performance of contract at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
22. The tender also enclosed a non-refundable amount of **Rs1200.00** towards tender cost in favour of “Principal, Government College of Engineering Kalahandi, Bhawanipatna”, Payable at Bhawanipatna along with tender document.
22. PENALTY CLAUSE:- In case of any irregularities noticed, the penalty amount will be levied by GCEK, Bhawanipatna up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the Agency and considering the explanation of the Agency, if submitted within stipulated time. Such repeated irregularities will make the Agency liable for cancellation of contract with forfeiture of the security deposit.
23. ARBITRATION CLAUSE: - In case of any disputes between the parties viz. GCEK, Bhawanipatna on one hand and the Agency/firm awarded the contract on the other, arising out on account of scope of work and other mandatory liabilities as stated in the contract agreement, the dispute shall be referred to an arbitrator as per arbitration and reconciliation act 1996 in Kalahandi jurisdiction.

24. EVALUATION CRITERIA: The technical bids will be scrutinized on the basis of eligibility criteria in section-B financial bids will be opened only of the technically qualified (responsive tender) bid. The Committee would be decided on the basis of monthly expenditure taken together on Safaiwala charges for cleaning materials, charges for cleaning window glass panel etc.

E. PREFORMA FOR TECHNICAL BID

1. Name of Agency
2. Name of Proprietor/ Director of the Agency
3. Full address of Registered office
 - (a) Telephone no
 - (b) Fax no
 - (c) E-mail address
4. Registration and License number of the Agency under contract labour (Regulation and Abolition) act 1972
(Attach attested copy of the Registration Certificate)
5. PAN&GSTIN of the Agency
(Attach attested copy of the Reg. Certificate)
6. Service Tax Registration No.
(Attach attested copy of the Reg. Certificate)
7. EPF Registration No.
(Attach attested copy of the Reg. Certificate)
8. E.S.I. Registration No.
(Attach attested copy of the Reg. Certificate)
9. Demand draft of requisite Earnest Money detail
10. Financial turnover of the Agency for the last 2 years
(Copy of the turnover statement of last two years duly Certified by Chartered Accountant to be attached)

Financial year	Amount (in RS)	Remarks if any
2015-2016		
2016-2017		

11. Details of Major contract with Central Government / State Government/ PSUs / Reputed Private Firms handled by the tendering Agency for providing manpower during the last five years in the following format (attested copies of the last five work award may be enclosed)

Sl. No.	Details of Client along with address, Telephone and Fax Nos.	Amount of Contract (in Rs.)	Duration of Contract		Nature of Contract	
			From	To	Type of Manpower provided	No. Of persons deployed
1						
2						
3						

(If the space provided is insufficient, a separate sheet may be attached)

1. I.....Son/Daughter/Wife of Shri Proprietor / Director/ Authorized Signatory of the Agency 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 the Authorized Person
Full Name:

Place:
Date:

Seal:

F. PROFORMA FOR FINANCIAL BID

The contractor advised to visit the GCEK, Bhawanipatna office before submitting his tender bid. Following information may be used while calculating the cost of cleaning material and other items.

1. Facilities both for academic block & central Workshop

Ground floor	1 floor
Office rooms/ Chambers CLASS ROOM,STORE Wash room/ 4 Common TOILET Reception area Portico Parking area LAB/LIBRARY Attached Toilet,etc	Office rooms/ Chambers CLASS ROOM,STORE Wash room/ 4 Common TOILET Lab,Seminar hall Store Attached Toilet, etc.

2. Total area of all the levels put together approx.: **78,548** square feet

Price bid

Sl. No	Description	Rate per month (Rs.) for Safaiwala
MANPOWER		
1	Basic pay (to be paid to the worker)	
2	ESI (Mention in %)	
3	EPF (Mention in %)	
4	Service charge on the basic pay (Mention in %)	
5	Total (1 to 5)	
6	Service tax (Mention in %)	
	TOTAL(5+6)	

Description	Rate per month
Charges for cleaning material as per the list and aids, garbage gunny bags and bins and any other item(s) that may be required for fulfillment of the contract.	

Date :
Place

Signature of the Authorized Person

with Name and Company's Seal

ANNEXURE-1

List of Materials to be provided by the Bidder:

SL NO.	ITEMS
1	Acid
2	Brasso
3	Liquid soap floor wash
4	Dettol
5	Flush clean mat
6	Floor duster
7	Hand duster
8	Hard broom
9	Harpic
10	Hit cockroach
11	Phenyl
12	Naphthalene ball scented
13	Room freshener
14	Soft broom
15	Yellow duster
16	PVC scrubber
17	Coir brush round
18	Liquid perfumed hand wash
19	Cleano sanitizer
20	Mops-floor duster
21	Dustbin with lid
22	Wipers
23	Cob web removers
24	floor polish
25	Finit with pump
26	Bunny Bag
27	Any other items required for cleaning
28	odnil

Date:

Place:

Signature of the Authorized Person
with Name and Company's Seal

Sd/-
PRINCIPAL