

Gram : Cenbosec, Patna
E-mail : ropatna.cbse@nic.in

फोन/Phones : 0612 - 2295048
Phones : 0612 - 2295080
Fax : 0612 - 2295008

केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, स्टेट बैंक कॉलोनी के पीछे, ब्रह्मस्थान
शेखपुरा, राजा बाजार, बेली रोड, पटना- 800 014

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

के.मा.शि.बो. / पट. / प्रशा. / स्वच्छता / 2014

दिनांक: 21.12.2014

निविदा सूचना

के.मा.शि.बो. के क्षेत्रीय कार्यालय पटना में साफ-सफाई कार्य करने हेतु सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड, पटना द्वारा प्रतिष्ठित एवं रजिस्टर्ड एजेंसियों से निविदा आमंत्रित किया जाता है। निविदा प्रपत्र नियमों एवं शर्तों सहित रोकड़िया, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, पटना से किसी भी कार्य दिवस को 10:00 बजे प्रातः से 1:00 बजे अपराह्न तक रुपये 200/- (अप्रतिदेय) की नकद अदायगी पर दिनांक 12.01.2015 तक प्राप्त किया जा सकता है अथवा निविदा प्रपत्र बोर्ड की वेबसाइट www.cbse.nic.in से डाउनलोड किया जा सकता है जिसके लिए निर्धारित शुल्क रुपये 200/- डिमांड ड्राफ्ट के माध्यम से निविदा प्रपत्र के साथ जमा किया जाना अनिवार्य है।

निविदा सीलबंद लिफाफे में जिस पर 'साफ-सफाई कार्य हेतु निविदा' अंकित हो, अंतिम रूप से दिनांक 12.01.2015 को अपराह्न 3:00 बजे तक क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, अम्बिका कॉम्प्लेक्स, ब्रह्मस्थान के समीप, शेखपुरा, बेली रोड, पटना तक डाक द्वारा अथवा हाथों-हाथ पहुँचना अनिवार्य है। इच्छुक निविदाकर्ता निविदा खोलने के लिए निर्धारित समय दिनांक 12.01.2015 को अपराह्न 4:00 बजे उपस्थित रह सकते हैं।

प्रत्येक निविदाकर्ता को निविदा प्रपत्र के साथ बयाना राशि (Earnest Money Deposit) के रूप में रुपये 30,000/- (रुपया तीस हजार मात्र) किसी भी राष्ट्रीयकृत बैंक से जारी किए गए बैंक ड्राफ्ट के माध्यम से जमा करना होगा जो कि सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड, के पक्ष में पटना में देय होगा।

अपरिहार्य प्रशासनिक कारणों से बोर्ड के पास यह अधिकार सुरक्षित रहेगा कि सभी या किसी एक निविदा को स्वीकार अथवा रद्द किया जा सकता है।

(क्षेत्रीय अधिकारी)



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

Cost of Form: Rs. 200/- (Non-refundable)

Last date for receipt of tenders : 12.01.2015 upto 03:00 p.m.

Form No:

Schedule 'A' Technical Bid

No. CBSE/RO/PATNA/Admn/Maint./Sweeping & Cleaning/2014-15

1. Name of the Agency : _____
2. Complete Address with contact nos. : _____
: _____
: _____
: _____
3. Registration No. under Shop & Establishment Act (Attach photocopy of the Certificate) : _____
4. Type of Establishment (whether Govt./Semi Govt./Pvt.) : _____
5. Details of Contract executed of similar work :
(Please attach relevant photocopies of work order and satisfactory execution certificate)
(i) _____
(ii) _____
(iii) _____
6. Present Assignment in hand :
(Please attach relevant photocopies of work order)
(i) _____
(ii) _____
(iii) _____
7. Earnest Money of Rs. 30,000/- in favour of the "Secretary, C.B.S.E.", payable at Patna has been deposited vide Banker's Cheque/Demand Draft No. _____ dated _____
8. The financial bid of technically qualified Agencies only will be opened for consideration.
9. Copy of the supporting documents in r/o information at serial No.3 to 6 above have been attached.
10. Declaration : All terms & conditions as mentioned in the Tender Documents are acceptable to me/us.

Signature of the Tenderer: _____
Name & Address of Tenderer with seal: _____

Telephone / Mobile No. _____
Pan No./Tan No. _____



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

Schedule 'B' Financial Bid

1. Name & Address of the Building : Central Board of Secondary Education
Regional Office, Ambika Complex,
Behind State Bank Colony,
Sheikhpura, Bailey Road, Patna-14, Bihar
2. Plinth/Total Area of the Building : 17,100 sq.ft. approx.
3. Rate per sq.ft. are required to be quoted
with material for CBSE, Regional
Office, Ambika Complex, Behind State Bank
Colony, Sheikhpura, Bailey Road, Patna-14,
Bihar :
4. Analysis of rates based on approved wages
of Central Govt. applicable to Patna.
(Documentary proof be attached) :

Signature of the Tenderer:

Name & Address of the Tenderer with seal :

.....

.....

Telephone/Mobile No.:



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

GENERAL SPECIFICATIONS / SCOPE OF WORK

1. Name of the Building : Central Board of Secondary Education, Regional Office –Patna.
2. Address / Location of the Building : Central Board of Secondary Education, Regional Office, Ambika Complex, Behind State Bank Colony, Sheikhpura, Bailey Road, Patna-14, Bihar
3. Plinth/Total Area of the Building : 17,100 sq.ft. approx.
4. No. of days during the month for which the services are required : All days except Sunday and seven Gazetted Holidays notified by the Govt. for Industrial workers (Unless otherwise required on written requisition). Additional charges for cleaning/ sweeping etc. on holidays whenever required will be payable extra on pro-rata basis.
5. Timing of daily work : From 7:00 A.M to 12:00 noon, 01:00 P.M. to 04:00 P.M. (one person up to 06:30 P.M.)
6. Manpower Requirement :
 - a) Three sweepers
 - b) One of the male sweepers will act as supervisor
 - c) A Specialized worker / plumbing work for repairing / replacement of toilet accessories (as and when required)
 - d) A sewerman (as and when required)



CENTRAL BOARD OF SECONDARY EDUCATION
(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

A. Scope of Work

- i) Sweeping of entire area of the building and collection of all waste material and its disposal as per law of the land and as per instructions of the C.B.S.E.
- ii) Cleaning of the floor area manually as well as mechanical and other equipments like the Wall Cleaning Machine shall be used (provided on demand). Wet floor dusters and detergents, disinfectants and other materials as necessitated shall be provided in sufficient quantity. Only quality and branded products shall be allowed to be used. The cleanliness operation shall be completed once in the morning before opening of the office i.e. 9.00 am and thereafter every 2 hourly specially in the areas like corridors, stairs, lifts and reception etc. Spray of Finit & Room Freshener in the rooms etc. is also required.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets on floors with vacuum cleaner (to be provided by the Agency). The venetian blinds are to be cleaned/washed as per site requirements/as ordered by the C.B.S.E.
- v) In case of shortage of water or non-availability of water, bringing water from the underground water tank or from outside for cleaning as well as for drinking purposes (to be arranged by the Agency).
- vi) Sweeping and cleaning of open areas, roads, passage, etc. within the boundary wall of the Board's premises as per requirement.
- vii) Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, etc. before opening of the office upto 09:00 am everyday. High quality chemicals & sturdy vacuum cleaner to be used for the purpose.
- viii) Provisions of soaps, liquid soaps, naphthaline balls/cakes, odonil cakes etc. to be provided as per requirements. The Contractor will ensure that the material mentioned above are always available at the prescribed locations in the lavatories.
- ix) List of items/cleaning materials required are attached vide Annex.-I.
- x) The choking of the sanitary installations i.e. W.C.S. Traps, Gully traps, manholes, gratings is to be cleared within 24 hours of reporting the complaint.

B. Items of work to be done generally once in a week

- i) Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
- ii) cleaning of sanitary wares without damaging their shine / luster.
- iii) Removing of stains from floor, doors and partitions etc. by using surf or any suitable detergents, without leaving undesirable spots/cleaning marks.
- iv) Cleaning of water cooler tanks and space underneath water coolers.
- v) Polishing of name plates and number plates with brasso and cleaning of all other name plates/Boards.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

- vi) Dusting and cleaning of fans, electrical fittings, windows, panes with glass cleaning chemicals/agents and cleaning of partitions, paneling etc.
- C. **Duties, Behaviour, Staff Requirement etc.**
 - i) The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
 - ii) The Agency staff shall not disturb the employees of the Board or make any sort of noise in the premises.
 - iii) The Agency's workers shall be punctual, polite, courteous, well behaved and honest.
 - iv) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
 - v) The character and Antecedents of all the workers on job will be got verified from police by the Agency before deployment for work. A Certificate to this effect shall also be submitted by the Agency at the time of undertaking the work.
 - vi) The Agency's workers shall not enter-into any unlawful activity within the Board premises and shall bear good moral character.
 - vii) The Board shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit as deemed fit in case the Board is put to any financial loss directly or indirectly by any act or omission on the part of the Agency's work/workers.
 - viii) The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of India and statutory benefits available under the rules to its employees. The Board shall not entertain any such claim of the persons employed by the Agency.
 - ix) Insurance coverage in case of accident of the workers will be the responsibility of the Agency.
 - x) All the workers of the Agency shall be free from infectious/contagious diseases.
 - xi) The Agency shall in no case transfer the Services, it is required to perform under this agreement to any other agency or person without the permission of the Board.
 - xii) Agency shall deploy sufficient number of workers along with a Supervisor to ensure that the work is done to the satisfaction of the Board.
 - xiii) The minimum staff required compulsorily for C.B.S.E., Regional Office, Patna shall be four (04) workers plus one Supervisor.
 - xiv) The Board reserves the right to order any worker of the agency to leave the premises of the Board if his presence at any time is felt undesirable.
 - xv) In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of Agency, the Board shall be free to make alternate arrangements as deemed fit. Any additional cost borne by the Board on this account shall be recovered from the payment to be made to the agency/performance security deposit of the Company.
 - xvi) The Board reserves the right to recover liquidated damages for defaults on the part of the Agency.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

D. General Conditions

i) **Agreement:** For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is outstanding/excellent. The Agreement shall be executed on a non judicial stamp paper of Rs.100/- incorporating all the tender convenants. The cost of stamp paper and agreement shall be borne by the Agency.

ii) **Terms and Conditions of payment:** The Board shall pay the agreed amount to the agency on monthly basis after completion of the month and on submission of a certificate by the unit of the Board "that the work has been done satisfactorily". In case the work is found unsatisfactory, deduction as deemed fit shall be made from the monthly bill and warning shall be issued in writing. The agency shall also have to submit a declaration that the payment of the workers deployed, are being paid as per approved wages of Govt. of India and the Agency has been complying with all the statutory provisions in respect of the workers deployed and in agreement of the terms & conditions.

In case no further improvement is noticed, the work shall be terminated and Security Deposit shall be forfeited. The Agency will also be liable to be debarred by the Board for further work. If the services are not satisfactory and as per terms and conditions, proportionate deduction from monthly payment will be made. Continued poor services will lead to forfeiture of EMD and debarment.

iii) **Room facility:** The Board shall provide a small room/space for supervisor & storage of materials etc. to the agency free of cost during the period of contract. No name plate/board of agency shall be allowed on the room and nobody will be allowed to stay in the office unnecessarily after office hours without permission.

E. Notice of termination of contract

The contract can be terminated by the Board without assigning any reasons by giving one month notice in writing.

F. Stock and Supply

The agency shall maintain sufficient stock of items such as Towels, Dusters, Phenyl, Detergent, Odonil, naphtholine balls/cakes, Finit, Baygons, Acid Chemical required for cleaning of equipment, Marble flooring, Dholpur Stone etc. so as to meet normal requirement. The Agency shall not be permitted to stop supplying any items for any reason whatsoever. The quality of the material shall be as per prescribed standard and approved in advance.

G. Supervision / Inspection

The Agency shall deploy a person to supervise the cleaning and maintenance services, who will report to the concerned staff daily.

H. Arbitration

In case of any dispute between the Agency and the Board arising out of or in relation to the agreement, the dispute shall be referred to a sole arbitrator to be appointed by the authorities of the Board and decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940 and subsequent amendments therein.

I. Jurisdiction

The Court of Patna will have jurisdiction over all legal disputes under this agreement.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

- J. **E.M.D.**
The Tender will be accepted only along with Earnest Money of Rs.30,000/- through A/c payee Demand Draft in favour of Secretary, C.B.S.E, payable at Patna.
- K. **Security Money**
The successful bidder will have to deposit an amount of Rs.30,000/- as security deposit. The amount should be payable through A/c payee D.D./Banker's Cheque in favour of Secretary, C.B.S.E, payable at Patna. The security deposit shall be refunded to the Agency within sixty days beyond the date of completion of all contractual obligations by the Agency.
- L. **Rates**
Rates may be charged per month for whole unit covered area, open area, surrounding area, stairs, lobbies, corridors, toilets etc. for all the items of works including cost of materials. The rates once decided shall be final and no upward revision of rates will be made during the concurrency of agreement.
- M. The decision of the Competent Authority of the Board in all matters of this contract shall be final and binding on both the parties i.e. The C.B.S.E. and the Agency.



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resources Development, Govt. of India)

REGIONAL OFFICE-PATNA

Ambika Complex, Behind State Bank Colony, Near Brahmsthan, Sheikhpura, Bailey Road, Patna- 800014 (Bihar)

List of Material (good quality) to be procured for Sweeping/Cleaning work at Regional Office, C.B.S.E., Patna

Sr.No.	Description of Material
1	Phenyl (Branded)
2	Cleanzo Sanitizer
3	Odonil
4	Liquid Soap
5	Soap Cake (Lifebuoy/Lux)
6	Vim Powder
7	Nirma
8	Surf
9	TAT
10	Cloth Duster
11	Floor Duster
12	Room Freshner
13	Napthaline Ball/Cake (Big/Small size)
14	Teepal
15	Thinner
16	Braso Polish
17	Mansion Floor Polish
18	Finit with pump
19	Homeol Cakes
20	Nariyal Jharoo
21	Phool Jharoo
22	Bamboo Jharoo
23	Rehdi for collection of garbage
24	Dustbin with Lid (Small/Big)
25	Buckets
26	Plastic Drum
27	Plastic Jugs
28	Plastic Mugs
29	Cob Web's removes
30	Sweeping Brush
31	Sling Brush
32	Scrubbing Brushes of various size
33	Markin Cloth
34	Plastic water pipe with set/nozzle
35	Collin (Branded)
36	Wiper
37	Yellow Duster
38	Floor Cleaner (Branded)
39	Bleaching Powder
40	Vacuum Cleaner, Floor Washing Machine & Wall Washing / Grinding Machine
41	Any other items required for cleanliness etc. as per site requirement and directions of the Board.

The above mentioned materials/mechanical cleaning equipments etc. shall be got procured in the office before taking over of the site as per direction of the Board.
