

Central Board of Secondary Education
New No:3, (Old No:1630-A), J Block, 16th Main Road,
Anna Nagar (West), Chennai – 600 040

Bid Document

Tender for House Keeping Services Contract

(Visit us at www.cbse.nic.in)

(2015)

Price : Rs.300/- only

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**CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE
New No:3, (Old No:1630-A), J Block, 16th Main Road,
Anna Nagar (West), Chennai – 600 040
Phone No: 044-26162213/26162214**

TENDER NOTICE

Date: 19.04.2015

Sealed tenders are invited from reputed House Keeping Agencies for maintenance of CBSE Office premises in Chennai having area of 2000 Sq.m. (22000 sq.ft) on contract basis. The firms/agencies possessing the necessary infrastructure/ manpower at Chennai may download the tender form alongwith all terms & conditions from the CBSE Website www.cbse.nic.in . The tender forms may also be obtained in the above address on all working days by payment of cash of Rs.300/-. The last date for submission of tender is 11th May 2015 upto 1.00 p.m. The technical bids will be opened at 03.30 p.m on 11-05-2015 in the presence of the tenderers who wish to be present. The Competent authority of the Board reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reasons whatsoever.

**Regional Officer
CBSE, Chennai**

Tender Form No. 000003

CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE
New N0:3,(Old No:1630-A), J Block, 16th Main Road,Anna Nagar (West), Chennai–600 040
Phone No: 044-26162213/26162214

Office of Issue	CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE New N0:3, (Old No:1630-A), J Block, 16 th Main Road, Anna Nagar (West), Chennai – 600 040
Tender Forms Available at Website	www.cbse.nic.in
Date of Issue/Publishing	19.04.2015
Sale of Tender forms by payment of cash of Rs.300/- in the above address on all working days	20-04-2015 to 11-05-2015
Bids Submission Last Date & Time	11.05.2015 upto 1.00 p.m
Date and Time of opening of Technical bid	11.05.2015 at 03.30 p.m
Place of opening of Technical bid	Above Office Address
Date of opening of Financial bid	To be intimated later

Tenders are invited from reputed House Keeping Agencies for maintenance of CBSE Office premises in Chennai having area of 2000 Sqm. (22000 sq.ft appxly) for a period of one year commencing from the date of signing of agreement.

Bid Document is available on Website: www.cbse.nic.in for downloading purpose. A crossed Demand Draft/ Bankers' cheque of Rs. 300/- from any Scheduled Bank payable at Chennai should be enclosed in favour of "Secretary, CBSE" as Tender fee amount alongwith bid security. Tender fee is non-refundable. Bidders shall have to deposit EMD of Rs. 15,000/- (Rupees Fifteen thousand only) in the form of Demand Draft drawn on any scheduled bank at Chennai in favour of "Secretary, CBSE" payable at Chennai along with the bid.

The tender complete in all respects needs to be submitted in two separate sealed envelopes comprising of Technical Bid (Registration under shop & Estb. Act, E.P.F. & E.S.I. Certificate, Labour license, Terms & Conditions, EMD & Experience certificate etc.) and Price Bid. Both the envelopes shall be kept in bigger envelope superscribing "Tender for Sweeping & Cleaning Work" and be addressed to REGIONAL OFFICER, CENTRAL BOARD OF SECONDARY EDUCATION, Chennai and can be sent by post or may be dropped in person in the tender box kept in reception of Regional Office, Chennai on or before 1.00 p.m. on 11th May 2015.

This Board reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all the tenders without giving any notice or assigning any reason.

Regional Officer,
CBSE, Chennai

**CENTRAL BOARD OF SECONDARY EDUCATION : REGIONAL OFFICE:
1630-A, J BLOCK, 16TH MAIN ROAD,
ANNA NAGAR WEST, CHENNAI - 600040**

Tender Form No. 000003

TECHNICAL BID FOR FOR CLEANING/SWEEPING ETC.

No. CBSE/MAINT/SWEEPING & CLEANING/2015

1.1 Name of the Agency : _____

**1.2 Office Address/
Telephone Nos. : _____

_____**

{{&& Please attach copies of proof for Nos.1.3 to 1.9}}

1.3 License No. :

**1.4 Registration No. under Shop &
Estt. Act. :**

**1.5 Employees P.F. A/c. No. with
Latest challan :**

1.6. ESI Code No. :

1.7 PAN No. :

1.8 Service Tax Regn No. :

1.8 Type of Establishment :

1.9 Whether Govt/Semi Govt/Pvt : _____

02 Details of Contracts executed till date in the last 3 financial years:

1)

2)

3)

03 Present Assignments in hand :

1)

2)

3)

04. Earnest Money of Rs.15,000/- in favour of Secretary, CBSE, Chennai vide D/D

No. _____ dated _____ enclosed.

05. The price bids of those agencies who are qualifying in Technical Bids will only be opened for consideration .

06. All the terms and conditions as mentioned in the tender documents are acceptable to me/us.

SIGNATURE OF TENDERER:

FULL NAME AND ADDRESS
OF THE AGENCY :
(Seal/ Stamp)

Contact Telephone Nos. :

PLACE:

DATE:

CENTRAL BOARD OF SECONDARY EDUCATION : REGIONAL OFFICE: CHENNAI

PRICE BID

Last date for receipt of tender: 11th May 2015 up to 1.00 p.m.

1.	Name of the Building with address	Central Board of Secondary Education Plot No:1630-A, 'J' Block, Anna Nagar (West) Chennai -600 040
2.	Area of Buildings	Covered area 22000 Sq. Ft.- Approx. having about 24 Rooms and 10 Halls of different sizes, toilets, Urinal, corridors, Basement etc. The area stated above are only approx. and the parties are advised to see the locations.
3.	No. of days during the month for which the services are required.	All days except Sunday and gazetted holidays notified by TAMIL NADU State Govt. for industrial workers unless otherwise required on written requisition.

Sl. No.	Details	Amount (In Rs...)
I.A	Min. Wages as fixed by the Government Tamil Nadu for Unskilled/semi skilled Labour (State Labour Commissioner notification is to be enclosed). Rates from 08:00 a.m. to 04:00 p.m. (One person upto 06:00 p.m.).	
B	Employees Provident Fund charges @12%+Administrative charges 1.61% (as applicable).	
C	E.S.I. Charges @ 4.75%.	

Sl. No.	Details	Amount (In Rs...)
II A	VARIABLE: Service charges (overall %) on labour input as applicable.	
B	Cost of material to be used per month. <i>(The cost of material is to be quoted on market rate basis as all these materials/items are to be supplied every month to the office for monthly use under the office- supervision. Quantity & quality of the material required essentially have been stipulated in the Annexure I & II).</i>	
III	Total charges per month I+II	
IV	Total Amount for the work	

1. Service Tax if applicable will be paid extra by CBSE on production of receipt by the Agency.
2. Analysis of rate must be attached by the Agency.

Signature of the Tenderers_____

Name & Address of Tenderers with seal_____

Telephone/Mobile No. _____

Place : _____

Date : _____

Annexure – I

**LIST OF MATERIAL TO BE SUPPLIED FOR DAY TO DAY CONSUMPTION AT CBSE,
REGIONAL OFFICE, CHENNAI**

Sl. No.	Description of material	Total Minimum qty required per month consumption	Rate (In Rs....)	Total cost (In Rs...)
1.	Phenyl (Doctor Brand)	25 Litre		
2.	Sanitizer Cubes (A1 Brand)	100 Pcs		
3.	Air Freshener (V-Fresh/ Odonil)	30 Pcs		
4.	Liquid Soap (Fem)	15 Litre		
5.	Acid	5 Litre		
6.	Floor Duster (24"x24")	30 Pcs		
7.	Room Freshener Premium/Odonil)	8 Pcs		
8.	Brasso Polish	250 gm		
9.	Mansion Floor Polish	500 gm		
10.	Glass Cleaner (V-Cline/ Colin 500ml bottle) (Branded)	10 Pcs		
11.	Floor Cleaner (LOC Make)	8 Litre		
12.	Bleaching powder	5 Kg		
13.	V-Toilet Cleaner (500ml Bottle)	24Pcs		
14.	Yellow Duster	10Pcs		
15.	Hard Long Broom	2 Pcs		
16.	Soft Broom	15 Pcs		
17.	Hard Broom	6 Pcs		
18.	Water closet brush	10 Pcs		
19.	Finite with pump	5 Litre		
20.	Vipers	10 Nos		
21.	Thinner	1 Litre		
22.	White dusters	24 Nos		
23.	Lizol Cleaner	8 Litre		
Total Cost				

Note: The above quantity of material shall have to be supplied every month by the Agency and its quality is to be adhered to essentiality.

Signature of the Tenderers _____
Name & Address of Tenderers with seal _____

Telephone/Mobile No. _____

Place : _____

Date : _____

Annexure – II

(LIST OF ACCESSORIES TO BE PROCURED FOR A CONTRACT PERIOD- ONE TIME)

Sl. No.	Description of material	The quantity of accessories required for the contract period
1.	Dustbin with lid (Big)	4 Pcs
2.	Dustbin with lid (Small)	8 Pcs
3.	Buckets	8 Pcs
4.	Plastic Drum	1 Pcs
5.	Plastic Mug	20 Pcs
6.	Plastic water pipe with set/ nozzle	1 Set
7.	Floor mop (Industrial)	6 Pcs

1. Vacuum cleaner (Industrial type), Floor Washing Machine (Single Disc Scrubber) & Wall Washing (High Pressure Jet) including Mechanical apparatus for cleaning outer area viz. window panes etc.

2. The above mentioned materials/mechanical cleaning equipment & Accessories (as per Annexure-II) shall be stored for use in the office before taking over charge of the site as per directions of the office.

3. Any of the tenders who quote unreasonable rates than that of market rates against the required quantity & quality of Materials will be liable for rejection summarily.

Signature of the Tenderers_____
Name & Address of Tenderers with seal_____

Telephone/Mobile No. _____

Place : _____

Date : _____

TERMS AND CONDITIONS FOR CLEANING/SWEEPING ETC. FOR
CBSE, REGIONAL OFFICE,
1630-A, J-BLOCK, 16TH MAIN ROAD, ANNA NAGAR WEST, CHENNAI 600040

GENERAL SPECIFICATION

- 01 Name of the Building :** CBSE, Regional Office
1630-A, J Block, 16TH Main Road,
Anna Nagar West, Chennai 600040
- 02 Address/location of the Bldg :** -as above -
- 03 Area of the Building :** 22000 Sq.ft, 4 Floors, 15 rooms
- 04 No. of days during the month :** All days except Sunday and
gazetted holidays notified by
TN State Government for
industrial workers unless otherwise
required on written requisition.
- 05. Timing of Work :** Daily work from 8 AM to 4.00 p.m.
(one person upto 6.00 p.m)
- 06. Requirement of minimum
Man power**
- (a)Minimum workers :** Six persons (Unskilled) (4 ladies +
2 gents) of which one person
specialized for toilet accessories
repair/replacements
- One Plumber and One sewer man
(as and when required)

SCOPE OF WORK

- 01** Sweeping of entire area of the building and surrounding area of the building and collection of all waste material and disposal of the same as per instructions of CBSE.
- 02** Cleaning of the floor area with mechanical as well as manual and other cleaning aids/equipments like the Wall Cleaning Machine etc. Wet floor duster and detergent, disinfectant and other materials as necessitated shall be provided to the sweepers by the Agency in sufficient quantity. Only quality/ branded products shall be allowed to be used.
- 03.** The cleanliness operation shall be carried out in the morning before opening of the office and thereafter at every 2 hours duration specially in the area like corridors, stairs, lifts and reception etc. Spray of finite in all rooms & Verandah's must be carried out daily for keeping the rooms free from mosquitoes, flies, etc.
- 04** Cleaning of carpets, curtains, vertical blinds on various floors with vacuum cleaner (to be provided by the Agency). The venetian blinds are to be cleaned/ washed as per site requirements and as per the instructions of the Board.
- 05** In case of shortage of water or non-availability of water, bringing water from the basement or from outside for cleaning as well as for drinking purpose.
- 06** Sweeping and cleaning of open areas, roads, passage, lawns, etc within the boundary of the Board's wall surrounding to this building.
- 07** Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, ashtrays, book cases, filing cabinets, almirah, doors and window including removal of cobwebs every day before opening of the office i.e. 9.00 AM. Proper chemicals and vacuum cleaner to be used.
- 08** Provisions of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available near each washbasin/lavatories in the building.
- 09** Providing long towels in each toilets and its replacement daily after washing.
- 10** List of items/cleaning material required is attached vide Annexure-I
- 11** The choking of the sanitary installations e.q.w.c.'s Traps, Bottle Traps, gully Traps, manholes and gratings is to be cleared within 24 hours of noticing/ reporting the complaint.
- 12** All complaints of leakage in the GI and CI pipes etc. are also to be attended within 24 hours.

ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK

- 1. Washing and scrubbing of floor areas with detergents and dirt removing agent.**
- 2. Acid cleaning of sanitary wares, without damaging their shine.**
- 3. Removing stains from floors, doors and partitions by using surf or any suitable detergents as are found necessary without leaving any undesirable spots/cleaning marks.**
- 4. Cleaning of water storage tanks and cooling plant and water coolers, if any.**
- 5. Cleaning the filled surface in the corridors and staircases.**
- 6. Polishing of name plates and number plates with brasso and cleaning all other name plates/Boards.**
- 7. Dusting and cleaning fans, electrical fittings, window panes with glass cleaning chemicals/agents and cleaning of partition, paneling, etc.**

STAFF REQUIREMENT: THEIR DUTIES: BEHAVIOUR ETC.

The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.

The Agency's staff shall not disturb the employees of the Board or make any sort of noise in the premises or rooms.

The Agency's workers shall be polite, courteous, well behaved and honest.

The Agency shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its workers.

The antecedents of all the workers will be got verified from police by the agency before deployment for work.

The Agency's workers shall not enter into any unlawful activity within the Board premises and shall have good moral character.

The Board shall have the right to impose cash penalty on the agency or deduct such amounts from its security deposit in case of the Board being put to any financial loss directly or indirectly by any act of omission on the part of the agency's workers.

The agency shall be directly responsible for the wages, which should not be less than minimum wages prescribed by TN State Govt. Provident Fund, Bonus or any other benefits as may be available to its employees under relevant Rules/Acts and regulations applicable in the TN State government. The Board shall not entertain any such claim of the person employed by the contractor.

Insurance and accidents of the workers will be the responsibility of the agency.

All the workers of the agency shall be free from infectious / contagious diseases.

The Agency will ensure that proper license/permission from the concerned authorities, wherever applicable are obtained promptly.

The agency shall in no case transfer the services it is required to perform under this agreement to any other agency or person without prior permission from the Board in writing.

The agency shall employ the minimum staff required compulsorily for C.B.S.E., Regional Office, Chennai six (4 ladies + 2 gents) workers on regular basis with Identity Card during course of duty and the workers must put on their uniform. The Plumber/ the Sewerman shall be deployed "ON Demand" and ensure that the work is done to the satisfaction of the Board and before opening of the office.

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.

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 monthly payment to be made to the Agency/security deposit of the Company.

The agency shall submit the copies of the monthly payment registers as well as the deduction made on account of GPF & ESI, if applicable.

The Board reserve the right to recover liquidated damages for defaults on the part of the Agency.

The agency shall deposit the materials listed as per Annexure – I with the Board & the same shall be issued time-to-time on weekly basis. In case of short/inferior quality, the Board shall purchase the material at the risk & cost of the agency.

GENERAL CONDITIONS

1. **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 stamp paper of Rs. 100/- incorporating all the tender covenants. The cost of stamp paper and agreement shall be borne by the Agency.
2. **TERMS AND CONDITIONS OF PAYMENT:** The Board shall pay the agreed amount to the agency on monthly basis after completion of the month and submission of a certificate by the maintenance unit of the Board "that the work has been done satisfactorily".
3. In case the work is found unsatisfactory deduction shall be made from the monthly bill and warning shall be issued in writing. In case no further improvement is noticed, the work shall be terminated at any time and EMD shall be forfeited. The agency shall be debarred from the Board for future works.
4. 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 Tamil Nadu and the Agency has been complying with all the statutory provisions in r/o the workers deployed.
5. **ROOM FACILITY:** The Board shall provide a small room/space for storage of material etc. to the agency free of cost during the period of contract. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office after office hours.

NOTICE TERMINATION OF CONTRACT: The contract can be terminated without assigning any reasons by giving one month notice in writing.

STOCK AND SUPPLIES: The agency shall maintain sufficient stock of various items such as towels, dusters, soaps, phenyl, detergent, odonil, naphthalene balls/cakes finite, Baygon, acid, chemicals registered for cleaning of equipments, marble flooring, Dholpur Stone etc. so as to meet normal requirement. The agency shall not be permitted to stop supplying any item for any reason. All the materials essentially required for the work shall be deposited with the CBSE supervisor and the same shall be issued and regulated as per the requirement. In case the agency fails to supply required quantity material, Board would purchase the material at the risk and cost of the agency.

SUPERVISION/INSPECTION: The agency shall authorize a person to supervise the cleaning and maintenance service who will report to the concerned Section Officer or any other Officer of the Board so authorized as and when he is required to do so by the Board.

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 Chairman of the Board and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provisions of the Indian Arbitration Act, 1940.

JURISDICTION : The courts of Chennai will have jurisdiction over all legal disputes under this agreement.

EARNEST MONEY DEPOSIT : The tender will be accepted only along with Earnest Money of Rs.15000/- through Demand Draft in favour of "Secretary, CBSE" payable at Chennai.

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 work including cost of materials are to be quoted.

The decision of the Regional Officer of the Board in all matters of this contract shall be final and binding on both the parties' (i.e.) the CBSE, Regional Office, Chennai and the contractor.