

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE,

SECTOR – 5, PANCHKULA, HARYANA – 134 152

TENDER NOTICE

Sealed Tenders are invited under two bid system i.e. Technical Bid & Price Bid from reputed agencies up to **28.03.2013** for the following work

Name of the work and Location	:	Sweeping and Cleaning of Regional Office Building, 1/7, Sector 5, Panchkula
Estimated Cost	:	Rs 5.00 Lakh (Annual)
EMD	:	Rs.20000/- through BD/DD of Schedule Bank payable in favour of the Secretary CBSE – Panchkula.
Cost of the Tender	:	Rs.500/-, Purchase can be made from CBSE, Regional Office, Sector -5, Panchkula
Last Date for issue of Tender	:	28.03.2013 upto 1.00 P.M.
Submission of Tender	:	28.03.2013 upto 2.00 P.M.
Opening of Tech. Bid	:	28.03.2013 at 3.00 P.M.
Eligibility	:	Must have executed two similar works in multi Storied office building costing Rs. 4 Lac during last three years

Offer shall be submitted in TWO SEPARATE SEALED ENVELOPS superscribed **“Technical Bid”** & **“Price Bid”** respectively. Technical Bid must accompany the EMD and performance Certificates, infrastructures detail etc. Incomplete & conditional tenders shall be summarily rejected.

Note: - For more details visit our Website www.cbse.nic.in

REGIONAL OFFICER

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE,
SECTOR – 5, PANCHKULA, HARYANA – 134 152

FORM NO. _____

“TECHNICAL BID”

TENDER FOR CLEANING AND SWEEPING

Cost of Form Rs. 500/-

To reach by 2:00 P.M on 28.03.2013

01. Name of the Agency (Tenderer) : _____
02. Address : _____

03. Licence No. : _____
04. Registration No.
05. Employee P.F No.
06. Type of Establishment
07. Whether Govt. /Semi Govt. /Pvt.
08. Contracts executed corresponding to the N.I.T : i) _____
ii) _____
iii) _____
iv) _____
v) _____
09. Present assignment in hand : i) _____
ii) _____
iii) _____
iv) _____
v) _____
10. Eligibility : Must have executed 2 similar works in multistoried building during last three years.
11. Last date for submission of tender : **28.03.2013 up to 2.00 P.M.**
12. Opening of Technical Bids : **28.03.2013 at 3.00 P.M.**
13. We undertake that our Agency comply to the Minimum Wages Norms fixed by the Govt. as on date and required relevant certificate/proof shall be submitted to the Board to this effect.
14. Earnest Money of Rs 20,000/- in favour of Secretary CBSE, payable at Panchkula has been deposited vide DD No. _____ dated _____

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

COPIES OF THE DOCUMENTS AT SERIAL NO. ____ TO ____ are enclosed

SIGNATURE OF THE TENDERER

“PRICE BID”

TERMS AND CONDITIONS FOR CLEANING/SWEEPING WORK IN RESPECT OF CBSE REGION OFFICE BUILDING,1/7, SECTOR – 5 PANCHKULA(HRY.)

01. Name of the Building with Address : Central Board of Sector Education,
Regional Office, 1/7, Sector – 5,
Panchkula(Haryana)
02. Area of the Building : 48,000 Sq. Ft. approx having about 36
rooms/halls/stores of different sizes,
toilets & urinals, corridors, stairs and the
open area comprising compound/campus
with extra open area on the ground floor
approx. Measuring 50,000 Sq. Ft. The
areas stated above are only approx. and
the parties are advised to see the
locations.
03. No. of days during the month for which : All days except Sundays and the services
are required seven Gazetted holidays
notified by Govt. for Industrial workers
(unless otherwise required on written
requisition. Additional charges for
cleaning/sweeping work on holidays
whenever required will be payable extra.
04. Rate per sq. ft. are to be quoted with : _____
material for CBSE, RO Building, _____
Panchkula. (Material list as per Annex. – I) _____
05. Analysis of rates based on Minimum wages be given on the Proforma below

SR NO.	Description	Amount(Rs)
1	Salary for 01 No. of Safai Boy @ Rs..... (Minimum Basic)	Rs. _____
2	EPF @ _____ %	Rs. _____
3	ESI @ _____ %	Rs. _____
4	Any other statutory benefit @ _____ %	Rs. _____
TOTAL		Rs. _____ per month per head

	Description	Amount(Rs)
a)	For 06 No(s) of Safaiwala + 01 Supervisor	Rs. _____
b)	Material Charges	Rs. _____
c)	Any Other Charges	Rs. _____
d)	Service Tax	Rs. _____
Grand Total		Rs. _____ per month

TIMING OF WORK

- I) Daily work : From 7.00 A.M. to 12.30 P.M., 1.30 P.M to 4.30 P.M
(One person up to 6.00 P.M.)

MINIMUM MANPOWER REQUIREMENT

- II) Minimum Workers: 6 + 1(one for each floor, outside & Toilet and one supervisor for overall supervision)

SIGNATURE OF THE TENDERER

NAME OF THE FIRM

ADDRESS OF THE FIRM

TELEPHONE NO(S)

(O) _____

(M) _____

A]. SCOPE OF WORK

1. Sweeping of entire area of the building including the surrounding area and collection of all waste material including its disposal as per instructions of the CBSE.
2. Cleaning of the floor area with mechanical as well as manual method. Other equipments like the wall cleaning machine shall be used and provided on demand. Wet floor dusters and detergent disinfectants and other material as necessitated shall be provided in sufficient quantity. Only quality products shall be allowed to be used. The cleanliness operation shall be completed once in the morning before opening the office and thereafter every 2 hourly, especially in the area like corridors, stairs and reception etc. Spray of finit etc. in the rooms for keeping them free from mosquitoes, flies etc. is obligatory.
3. Cleaning and washing of toilets and urinal using deodorants detergents and disinfectants once in the morning and again in the afternoon.
4. Cleaning of carpets on various floors with vacuum cleaner (to be provided by the Agency). The Venetian/verticals blinds are to be cleaned/washed as per site requirements/as ordered by office.
5. In case of shortage of water or non-availability of water, bringing water from U.G. Tank or from outside for cleaning as well as for drinking purpose.
6. Sweeping and cleaning of open areas, roads, passage lawns etc. within the boundary of the Board's complex.
7. Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, ashtrays, books cases, filing cabinets, almirahs, doors and window including removal of cobwebs every day before opening of the office i.e. 9:00 A.M. High quality chemicals & sturdy vacuum cleaner to be used.
8. Provisions of soap, liquid soap naphthalene balls/cakes, odonil cakes etc. as per requirement. The contractor will ensure that the toiletries mentioned above are always available at the prescribed location.
9. Providing long towel in each toilets and its replacement daily after washing.
10. List of items/cleaning material required is attached vide Annexure-I.
11. The chocking of the sanitary installations i.e. W.S.'s Traps, Bottle traps, gully traps, manholes, gratings is to be cleared within 24 hours of reporting the complaint.

Contd.....4..

B] ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK

1. Washing and scrubbing of floor areas with detergents and dirt/spots and dirt/spots removing agents.
2. Acid cleaning of sanitary wares, without damaging their shine/lustrure.
3. Removing stains from floors, doors and partitions by using surf or any suitable detergents, as found suitable without leaving and undesirables spots/cleaning marks.
4. Cleaning of water cooler tanks and space underneath the water coolers.
5. Cleaning and filled surfaces in the corridors and stairs cases.
6. Polishing of nameplates and number plates with brasso and cleaning all other name plates/Boards.
7. Dusting and cleaning of fans, electrical fitting, window panes with glass cleaning-chemicals/agents and cleaning of partition, paneling etc.

C]. DUTIES: BEHAVIOUR: STAFF REQUIREMENT ETC.

1. The Agency shall comply with all the laws and regulations applicable in the matter of such workers as are engaged by it.
2. The agency's staff shall not disturb the employees of the Board or make any sort of noise in premises.
3. The agency's workers shall be polite, courteous, well behaved and honest.
4. The agency shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its workers. The recovery will be made from the Agency for any theft, burglary fire or any other loss arises out of mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from Police by the Agency before deployment for work.
6. The agency's workers shall not enter-into any unlawful activity within the Board premises and shall have good moral character.
7. The Board shall have the right to impose any penalty on the agency or deduct such amounts from monthly claim or its security deposit in case of the Board is put to any financial loss directly or indirectly by any act of omission on the part of the agency's works.

Contd.....5..

8. The agency shall be directly responsible for the wages, which should not be less than minimum wages prescribed by the Government. Provident fund, Bonus or any other benefits available under the rules be given to its employees. The Board shall not entertain any such claim of the persons employed by the agency.
9. Insurance and accidents of the workers will be the responsibility of the agency.
10. All the workers of the agency shall be free from infectious diseases.
11. The agency will ensure to obtain proper licence/permission form the concerned authorities.
12. The agency shall in no case transfer the services, it is required to perform under this agreement to any other agency or person.
13. The agency shall submit the copies of the monthly payment registers as well as the deduction made on account of C.P.F., EPF and ESI and depositing the same to the concerned organization in respect of sweeping cleaning staff/supervisor who will be deputed in the CBSE Building. The name and account number of each employee deputed in CBSE on account of ESI/EPF and proof of deposit in each case may be submitted at the time of billing every month.
14. The agency shall employ sufficient number of workers along with a supervisor to ensure that the work is done to the satisfaction of the Board, before opening of the office.
15. The minimum staff required for the Regional Office building shall be 6 (six) sweepers + one supervisor.
16. 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.
17. The sweeping staff will inform daily to the Section Officer (Estate)/Administrative Branch before leaving the Office.

D]. GENERAL CONDITIONS

1. **AGREEMENT:** For one year which may be extendable for another one more year 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.

Contd.....6..

2. **TERM 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 Care Taker/Section Officer (Estate) "that the work has been done satisfactorily". In case the work is found unsatisfactory deduction shall be made from the monthly bill & warning shall be issued in writing. In case no further improvement is noticed the work shall be terminated and E.M.D. shall be forfeited. The agency shall be debarred from the Board for future works.
3. **ROOM FACILITY:** The Board provides a small room/space for supervisor and storage of materials 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.

E]. NOTICE OF TERMINATION OF CONTRACT

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

F]. STOCK AND SUPPLY

1. The agency shall maintain sufficient stock of various items such as towels, dusters, soaps, phynyl, detergent, odonil, neptholine balls/cakes, finit, baygon, acid, chemicals required 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. The quality of the material shall be approved in advance before purchase.
2. All the materials essentially required for the work in month shall be deposited with Care Taker and the same shall be issued & regulated as per site requirement. In case the agency fails to supply required quantity of material, Board would purchase the material at the risk and cost of the agency, the amount spent will be deducted from the monthly Bill/Security.

G]. SUPERVISION/INSPECTION

The agency shall authorize a person to supervise the cleaning and maintenance services, who will report to the Care Taker/Section Officer (Estate) of the work.

Contd....7..

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 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 & subsequent amendments therein.

I]. JURISDICTION

The courts of Panchkula/Chandighr will have jurisdiction over all legal disputes under this agreement.

J]. EARNEST MONEY

The tender will be accepted only **along with Earnest Money of Rs. 20,000/-** through demand draft in favour of Secretary CBSE payable at Chandigarh/Panchkula.

K]. 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 material.

The decision of the Chairman of the Board in all matters of this contract shall be final and binding on both the parties i.e. the CBSE and the agency.

LIST OF ITEMS/CLEANLINESS MATERIAL REQUIRED FOR SAFAI ETC.

01. Phenyl (Liquid)
 02. Cleanzo sanitizer
 03. Fixol Sanitizer
 04. Odonil
 05. Liquid Soap (Homocal)
 06. Soap Cakes (Lifeboy/Lux)
 07. Vim Powder
 08. Nirma
 09. Surf
 10. Acid
 11. Tat
 12. Duster White
 13. Floor Duster (Mops)
 14. Room Freshner
 15. Nep. Balls
 16. Teepol
 17. Thinner
 18. Brasso (Polish)
 19. Mansion floor polish
 20. Finit with pump
 21. Homocal Cake
 22. Hariyal Jharoo
 23. Phool Jharoo
 24. Bambook Jharoo
 25. Rehdi for collection of Kuda/Waste
 26. Dustbin with lid
 27. Buckets
 28. Plastic Drums
 29. plastic Jugs
 30. Plastic Mugs
 31. Cob Web's Remover
 32. Sweeping Brush
 33. Sling Brush
 34. Commando Brush
 35. Scrubbing Brushes of various sizes
 36. Markin Cloth
 37. Plastic RC Water pipe with Jet/Nozzel.
 38. wipers
 39. Yellow dusters
 40. Any other item required for cleanliness etc.
 41. Vacuum cleaner, floor washing machine & walls washing/ grinding machine.
-