

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE BUILDING  
35-B, CIVIL STATION, CIVIL LINES, M. G. MARG, ALLAHABAD  
Ph.: 0532-2407970,2408971,2407972, Fax : 0532-2408977**

**TENDER NOTICE**

The Regional Officer, C.B.S.E., Regional Office, Allahabad invites sealed tenders from Agencies having well established branch offices at Allahabad on behalf of the Secretary, C.B.S.E. for Sweeping & Cleaning work at the C.B.S.E., Regional Office, Allahabad having approximate covered area of 43,700 Sq. ft. and compound area of 15000 Sq. ft. Agencies having at least 5 years experience in House Keeping work in multi-storey building / Hospital / Hotels / Government / Semi Government Undertakings / Multi National Company's/ reputed private organisations shall only be eligible to apply. Agencies are required to attach work satisfactory report of last three years.

The tender 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 may be addressed to REGIONAL OFFICER, CENTRAL BOARD OF SECONDARY EDUCATION, 35-B, CIVIL STATION, M.G. MARG, CIVIL LINES, Allahabad-211001 (UP). The tenders can be sent by post or may be dropped in person in the tender box kept in C.B.S.E. office upto 1.00 p.m. on or before 24<sup>th</sup> Sept.2013.,

The tender form alongwith specification, terms and conditions and other details can be purchased from the Board's office on any working day between 10:00 a.m. to 01.00 p.m. from 26<sup>th</sup> Aug 2013 to 23<sup>th</sup> Sept.2013 on payment of Rs. 500/- (non-refundable). It can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (In such case, the downloaded form shall be sent alongwith Demand Draft of Rs. 500/- drawn from any Nationalised Bank in favour of Secretary, C.B.S.E., payable at Allahabad). Tender must be accompanied with an earnest money of Rs. 20,000/- in the shape of Bank Draft drawn from any Nationalised Bank in favour of Secretary, C.B.S.E. payable at Allahabad. The earnest money in any other form shall not be accepted and the tender shall be rejected summarily.

The technical bids shall be opened on 24<sup>th</sup> Sept 2013 at 03:00 p.m. in the presence of the tenderers who may wish to be present. The Price bids of technically qualified Agencies shall be opened on 25<sup>th</sup> Sept. 2013 in the presence of the tenderers who may 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**

Cost of form : Rs. 500/- (Non-refundable)

Form No : \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE BUILDING  
35-B, CIVIL STATION, CIVIL LINES, M. G. MARG, ALLAHABAD  
Ph.: 0532-2407970,2408971,2407992, Fax : 0532-2408977**

**Last date for receipt of tender : 24<sup>th</sup> Sept. 2013 upto 1:00 p.m.**

**Schedule 'A'  
Technical Bid**

**No. C.B.S.E./Maint./Sweeping & Cleaning**

1. Details of tenderer:-

1.1 Name of the agency :- .....

1.2 Office Address and tel. Nos. :- .....

1.3 Licence No. & Registration details :- .....

1.4 E.P.F A/c No with latest challan :- .....

1.5 PAN no. :- .....

1.6 Service Tax Regn :- .....

1.7 ESI Code no. :- .....

2. Annual turnover last three Year :- .....

Sl. No.	Year	Turn Over
1.		
2.		
3.		
4.		
5.		

3. Experience (last Five years) :- .....

3.1 Contracts executed corresponding to the NIT :

Sl. No.	Years	Name of the organisation	Cost of the work (Executed)	Officer Concerned in the organisation with T. No	Period (From / To)
1.					
2.					
3.					
4.					
5.					

4. Earnest Money of Rs. 20,000/- in favour of the "Secretary, C.B.S.E., Allahabad" has been deposited vide BD/DD No \_\_\_\_\_ dated \_\_\_\_\_.

5. The Price bid of those agencies who qualifying in technical bid will only be opened for consideration.

6. Copy of the supporting documents in r/o information at Serial No. 1 to 3.1 above & EMD must be enclosed.

7. Declaration : All terms & conditions as mentioned in the Tender Documents are acceptable to me/us.

**Signature of the Tenderers** \_\_\_\_\_

**Name & Address of Tenderers with seal** \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE  
35-B, CIVIL STATION, CIVIL LINES, M. G. MARG, ALLAHABAD**

**GENERAL SPECIFICATION/SCOPE OF WORK**

1. Name of the Building : Regional Office Building, Central Board of Secondary Education.
2. Address/Location of the Building : Plot No. 35-B, M.G. Marg, Civil Lines, Allahabad - 211001
3. Area of the Building : (a) Covered area 43,700 Sq.ft. – Approx. having about 27 rooms and 10 Halls of different sizes, Toilets, Urinals, Corridors, Basement etc. The area stated above are only approx and the parties are advised to visit the site in order to access the area in person.  
  
(b) Compound area – 15,000 Sq.Ft. Approx.  
  
(c) Total Area – Basement + G. F. + 6 Story + Compound/Terrace area approximately (58,700 Sq.Ft.).
4. No. of days during the month for which Services are required : All days except Sunday and seven, Gazetted holidays notified by Govt. of INDIA/State Govt. for Industrial Workers (unless otherwise required on written requisition) . Additional charges for Sweeping & Cleaning etc. on holidays whenever required will be payable extra on pro rata basis.
5. Timing of work :
  - (a) Daily Work : From 07.00 am to 04.00 p.m. (One person upto 06:30 p.m.).
6. Requirement of minimum manpower :
  - (a) Minimum worker : (i) Eight (8) Nos (Unskilled). Out of which one (01) person must be specialised in repairing/  
replacement of toilet accessories.  
  
(ii) One - Supervisor for overall supervision of the work (Semi Skilled).  
  
(iii) One – Plumber every week.  
  
(iv) One – Sewerman (as & when required).

**A. Scope of work.**

1. Sweeping of entire areas of the building and surrounding area of the building and collection of all waste material and its disposal as per instructions of the C.B.S.E. or disposing the waste material at the disposal ground of municipal corporation.
2. 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. 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 & Varandah's must be carried out daily.
3. Cleaning and washing of toilets and urinals by using deodorants, detergents and disinfectants in the morning as well as in the afternoon.
4. 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/as ordered/instructions by the Engineer-in-Charge.
5. 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).
6. Sweeping and cleaning of open areas, roads, passage etc. within the boundary of the Board's wall surrounding to this building.
7. Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, ventilators etc. before opening of the office upto 09:00 a.m. everyday. High quality chemicals & sturdy vacuum cleaner to be used.
8. Provisions of soaps, liquid soaps, naphthalene balls/cakes, odonil cakes etc. as per the requirements. The contractor will ensure that the material above are always available at the prescribed locations in the lavatories.
9. Providing long towels in each toilets is mandatory and this exercise shall be carried out daily by replacing them with washed one.
10. List of items/cleaning materials required are attached vide **Annex I.**
11. The choking of the sanitary installations i.e., W.C. 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.**

1. Washing and scrubbing of Floor areas with detergents and dirt / spots removing agents.
2. Acid cleaning of sanitary wares without damaging their shine/lustre.
3. Removing of stains from floor, doors and partitions by using surf or any suitable detergents, as found suitable without leaving undesirable spots / cleaning marks.
4. Cleaning of water cooler tanks and space underneath water coolers.
5. Cleaning the filled surface in the corridors and stair cases.
6. Polishing of name plates and number plates with brasso and cleaning of all other name plates/boards.
7. Dusting and cleaning of fans, electrical fittings, windows, Glass panes with cleaning chemicals/agents and cleaning of partitions, panelling etc.

**C. Duties, Behaviour and Staff requirement etc.**

1. The Agency shall comply with all the labour 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/nuisance in the office 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 deeds committed by its workers.
- \*5. The Antecedents of all the workers 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.**
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 cash penalty on the Agency or deduct such amounts from the security deposit in case the Board is put to any financial loss directly or indirectly by any act of omission/commission on the part of the Agency's works/workers.
8. The Agency shall be directly responsible for payment of the wages, which should in no case be less than minimum wages prescribed from time to time by Govt. of U.P. The Agency has to provide facility like provident fund, bonus or any other benefits available under the rules to its employees. The Board shall not be under any obligation to entertain any claim of workers 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/contagious diseases.
11. 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 of the Board.
12. The Agency shall have to ensure that the work is done to the satisfaction of the Board.
13. The area has been given as a reference for calculation of the day to day consumption of materials as well as to quoting rates accordingly.
14. Labour license, EPF & ESI certificates, Sale Tax Regn, PAN etc must be attached with the Technical Bid.
- 15. The minimum staff required compulsorily for C.B.S.E., Regional Office, Allahabad shall be eight (8) workers plus one supervisor on regular basis with Identity Card during course of duty. The Plumber shall be called once a week, whereas the Sewerman shall be deployed "ON Demand"**
- 16. The manpower deployed by the Agency must put on their uniform.**
17. 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.
18. 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.
19. The Board reserve the right to recover liquidated damages for defaults on the part of the Agency.
20. 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.

**D. 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 on 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 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 Uttar Pradesh and the Agency has been complying with all the statutory provisions in r/o the workers deployed.**

4. In case no further improvement is noticed, the work shall be terminated and **Security Deposit** shall be forfeited. The Agency shall be debarred by the Board for further work.

5. **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. The agency shall not be allowed to put its sign board on the room and nobody will be allowed to stay in the office after office hours without permission.

6. The Agency is bound to disclose its present/contemporary assignments which are being undertaken by it, with various organizations.

- 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, naphthalene balls/cakes, finite, Baygons, Acid Chemicals 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 approved in advance before purchase by Engineer-in-Charge of maintenance.
- G. Supervision/Inspection.** The agency shall deploy a person to supervise the cleaning and maintenance services, who will report to the Engineer-in-Charge of the work 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 & subsequent amendments therein.
- I. Jurisdiction.** The Court of Allahabad will have jurisdiction over all legal disputes under this agreement.
- J. E.M.D.** The Tender will be accepted only alongwith earnest money of Rs. 20,000/- through Demand Draft in favour of Secretary, C.B.S.E., Allahabad.

- K. Security Money.** The successful bidder will have to deposit an amount of @ 10% of the total contract value as security deposit. The amount should be payable through D.D./B.D. in favour of secretary, C.B.S.E. payable at Allahabad. The security deposit shall be refunded to the Agency within sixty days after completion of all contractual obligation 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.
- 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.

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**CENTRAL BOARD OF SECONDARY EDUCATION  
REGIONAL OFFICE BUILDING  
35-B, CIVIL STATION, CIVIL LINES, M. G. MARG, ALLAHABAD**

Last date for receipt of tender : **24<sup>th</sup> Sept.2013 upto 01.00 p.m.**

**PRICE BID**

1.	Name of the Building with address	Central Board of Secondary Education, Regional Office Building, Plot No 35-B, M.G. Marg, Civil Lines, Allahabad - 211001
2.	Area of Buildings	<p>1. Covered area 43,700 Sq. Ft.- Approx having about 27 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.</p> <p>2. Compound area – 15,000 Sq ft approx.</p> <p>3. Total Area-Basement+G.F.+6 story+ Compound/Terrace area approximately (58.700 Sq ft).</p>
3.	No. of days during the month for which the services are required.	All days except Sunday and Seven Gazetted holidays). Additional charges shall be payable for the work carried out after schedule working hrs and on holidays.

Sl. No.	Details	Amount (In Rs...)	
		In Figure	In Words
I.	<b>Fixed (Not negotiable)</b>		
<b>A</b>	Min. Wages as per notification from the Office of the Labour Commission of Government of Uttar Pradesh for Unskilled/semi skilled Labour (State Labour Commissioner notification is to be enclosed). Rates from 07:00 a.m. to 04:00 p.m. (one person upto 06:30 p.m.S).		
<b>B</b>	Employees Provident Fund charges @ 12%+Administrative charges 1.61%(as applicable).		
<b>C</b>	E.S.I. Charges @ 4.75%.		

Contd ...2/-

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Sl. No.	Details	Amount (In Rs...)	
		In Figure	In Words
II.	<b>Negotiable</b>		
A	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 &amp; quality of the material required essentially have been stipulated in the Annexure I &amp; 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  
REGIONAL OFFICE, CBSE, ALLAHABAD**

<b>Sl. No.</b>	<b>Description of material</b>	<b>Total Minimum qty required per month consumption</b>	<b>Rate (In Rs....)</b>	<b>Total cost (In Rs...)</b>
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		
			<b>Total Cost</b>	

**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)	3 Pcs
2.	Dustbin with lid (Small)	5 Pcs
3.	Buckets	6 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-II) shall be stored for use in the office before taking over charge of the site as per directions of the Engineer-in-charge of the office.

3. Any of the tenders who quotes 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 : \_\_\_\_\_

