



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

REGIONAL OFFICE BHUBANESWAR

6th Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar -751007

Phone & Fax : 0674 – 2542312

TENDER NOTICE

The Regional Office, C.B.S.E., Bhubaneswar invites sealed tenders from local Agencies at Bhubaneswar on behalf of the Secretary, CBSE for **Sweeping & Cleaning work at the C.B.S.E., Regional Office, Bhubaneswar** having approximate plinth area of 9740 Sq.ft. Agencies having at least 3 years of experience in reputed Govt./Autonomous/Public Sector organization for similar type of work shall only be eligible to apply.

The tender needs to be submitted in two separate sealed envelopes comprising of **Technical Bid** and **Financial Bid** (as per tender format). Both the envelopes shall be kept in a bigger envelope superscribing **“Tender for Sweeping & Cleaning Work”** and may be addressed to **THE REGIONAL OFFICER, CENTRAL BOARD OF SECONDARY EDUCATION, 6TH FLOOR, ALOK BHARTI COMPLEX, SAHEED NAGAR, BHUBANESWAR-751007.** The tenders can be sent by post or may be dropped in person in the tender box kept in CBSE office upto **11.12.2012** latest by **01:00** p.m.

The Tender form alongwith specification, terms and conditions and other details can be obtained from the Board's office on any working day between 10:00 a.m. to 01:00 p.m. from **26.11.2012** to **11.12.2012** on payment of Rs. **200/-** (non-refundable) in the shape of Bank Draft drawn from any scheduled bank in favour of Secretary, CBSE payable at Bhubaneswar or can also be downloaded from CBSE website www.cbse.nic.in. In case of downloading from website the cost of tender form(Rs.200/-) shall be sent through Demand Draft alongwith earnest money). Tender must be accompanied with an earnest money of Rs. 10,000/- in the shape of Bank Draft drawn from any nationalised bank in favour of Secretary, CBSE payable at Bhubaneswar. 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 **11.12.2012** at 03:00 p.m. in the presence of the tenderers who may wish to be present. The financial bids of technically qualified Agencies shall be opened on **12.12.2012** at 03:30 p.m. in the presence of technically qualified 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 reason, whatsoever.

REGIONAL OFFICER



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

Form No. : _____

Last date for receipt of tenders: **11.12.2012** upto 01:00 p.m.

Schedule 'A'

Technical Bid

No. CBSE/RO/BBSR/Admn./Maint./Sweeping & Cleaning/2011

1. Name of the Agency : _____
2. Complete Address : _____
with contact nos. _____

3. Registration No. under : _____
Shop & Establishment Act
along with Labour License
(Attach photocopy of the
Certificate)
4. Type of Establishment : _____
(Whether Govt. /Semi Govt. /Pvt.)
5. Details of Contracts 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. **10,000/-** in favour of the “Secretary, C.B.S.E.”, payable at Bhubaneswar has been deposited vide BD/DD No. _____ dated _____ drawn on _____
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.
11. Income Tax & Service Tax Registration No. _____

Signature of the Tenderer _____

Name & Address of Tenderer with seal _____

Telephone/Mobile No. _____



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Schedule 'B'
Financial Bid

1. Name & Address of the Building : Central Board of Secondary Education,
Regional Office, 6th Floor, Alok Bharti
Complex, Saheed Nagar, Bhubaneswar-
751007 (Orissa)
2. Plinth Area of the Building : 9740 Sq. Ft. approx
3. Rate per Sq.Ft. are required : _____
to be quoted with material _____
F.O.R. CBSE, Regional Office _____
Building, Saheed Nagar,
Bhubaneswar
4. Analysis of Rates based on : _____
approved wages of Orissa Govt. _____
be attached.
(Documentary proof be attached)

Signature of the Tenderer _____

Name & Address of Tenderer with seal _____

Telephone/Mobile No. _____



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GENERAL SPECIFICATIONS / SCOPE OF WORK

1. Name of the Building : Regional Office, Central Board of Secondary Education.
2. Address/Location of the Building : 6th Floor, Alok Bharti Complex, Saheed Nagar, Bhubaneswar-751007
3. Plinth Area of the Building : 9740 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 prorata basis.
5. Timing of daily work : From 07:00 am to 12:00 noon, 01:00 pm to 04:00 pm (one person upto 06:30 pm)
6. Manpower requirement :
 - (a) Three sweepers.
 - (b) A Supervisor for over all supervision of the work.
 - (c) A specialized worker/plumbing work for repairing/replacement of toilet accessories (as and when required).
 - (d) A sewerman (as and when required).



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A. Scope of Work

- i) Sweeping of entire areas of the building and collection of all waste material and its disposal as per instructions of the C.B.S.E.
- ii) Cleaning of the floor area with mechanical as well as manual 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 products shall be allowed to be used. The cleanliness operation shall be completed once in the morning before opening of the office and thereafter every 2 hourly specially in the area like corridors, stairs, lifts and reception etc. Spray of Finit & Room Freshener in the rooms etc. is obligatory.
- 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 of the Board's wall surrounding to the building 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. as per the requirements. The Contractor will ensure that the material mentioned above are always available at the prescribed locations in the lavatories.
- ix) Providing long towels in each toilets and its replacement daily after washing.
- x) List of items/cleaning materials required are attached vide Annex.-I.
- xi) 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) Acid 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) Cleaning the filled surface in the corridors and stair cases.
- vi) Polishing of name plates and number plates with brasso and cleaning of all other name plates/boards.



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- vii) 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 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 have 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 works.
- viii) The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of Orissa 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 and accidents 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, Bhubaneswar shall be three (03) 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.



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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 stamp paper of Rs. 100/- incorporating all the tender conditions. 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 Orissa 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 liable to be debarred by the Board for further work.

- 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 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, neptholine balls/cakes, Finit, 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 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 concern 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.



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I. Jurisdiction

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

J. E.M.D.

The Tender will be accepted only along with Earnest money of Rs. **10,000/-** through A/c payee Demand Draft in favour of Secretary, C.B.S.E. payable at Bhubaneswar.

K. Security Money

The successful bidder will have to deposit an amount of Rs. **15,000/-** as security deposit. The amount should be payable through A/c payee D.D./B.D. in favour of Secretary, C.B.S.E. payable at Bhubaneswar. 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 no upward revision of rates will be made during the concurrency of agreement.

M. Agency must not quote rates below/or contrary to minimum wages prescribed by appropriate authority.

N. 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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Annex.-I

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

| Sl.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 | Acid |
| 10 | TAT |
| 11 | White Duster |
| 12 | Floor Duster |
| 13 | Room Freshner |
| 14 | Napthaline Ball/Cake (Big/Small size) |
| 15 | Teepal |
| 16 | Thinner |
| 17 | Braso Polish |
| 18 | Mansion Floor Polish |
| 19 | Finit with pump |
| 20 | Homeol Cakes |
| 21 | Nariyal Jharoo |
| 22 | Phool Jharoo |
| 23 | Bamboo Jharoo |
| 24 | Rehdi for collection of garbage |
| 25 | Dustbin with lid (Small/Big) |
| 26 | Buckets |
| 27 | Plastic Drum |
| 28 | Plastic Jugs |
| 29 | Plastic Mugs |
| 30 | Cob Web's removes |
| 31 | Sweeping Brush |
| 32 | Sling Brush |
| 33 | Scrubbing Brushes of various size |
| 34 | Markin Cloth |
| 35 | Plastic water pipe with set/nozzle |
| 36 | Collin (Branded) |
| 37 | Wiper |
| 38 | Yellow Duster |
| 39 | Floor Cleaner (Branded) |
| 40 | Bleaching Powder |
| 41 | Vacuum Cleaner, Floor Washing Machine & Wall Washing/Grinding Machine. |
| 42 | 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 directions of the Board.
