

OFFICE OF THE DEPUTY COMMISSIONER-CUM-DISTRICT DEVELOPMENT COMMISSIONER
REASI

Email. dcreasi@gmail.com

TENDER DOCUMENT FOR OUTSOURCING CLEANLINESS JOB OF DC OFFICE COMPLEX/ Mini
SECRETARIAT/Block -I REASI

LOCATION:	Deputy Commissioner-cum-District Dev. Commissioner Office Complex Reasi	Tender No	DDCR/NIT/Swpg/Cng/2013/01
REF:	Outsourcing of cleaning work of Deputy Commissioner Office Complex Reasi	Date of Tender	13-06-2013

Sale Document No:

1) ABBREVIATED TENDER NOTICE

Sealed tenders affixed with revenue stamps of Rupees Five are invited from reputed interested parties for undertaking cleanliness of Deputy Commissioner Office Complex/Mini Secretariat Block-I (Total surface area around 11120 Sq. mt.).

Interested parties may collect the detailed documents against the payment of Rs. 500/= (Non- refundable) which should be in the form of DD in favour of Deputy Commissioner Reasi. Tender forms can also be downloaded from the website of Deputy Commissioner Office Reasi i.e. www.reasi.gov.in and be submitted with demand draft of Rs. 500/=.

Proposals must be submitted in two sealed envelopes of which one should be clearly marked as "Cover-A- technical Pre-Qualification Bid" & other sealed envelope should be clearly marked as "Cover-B-Financial Bid / Price Bid for outsourcing cleanliness job of Deputy Commissioner Office Complex /Mini Secretariat Block-I Reasi" and should be submitted to Deputy Commissioner Office Reasi.

Tender complete in all respect along with earnest money of Rs. 20,000 only (Refundable) in shape of a CDR pledged to District Development Commissioner Office Reasi by hand or by courier / postal service on or before 10th of July 2013 upto 1400 Hours.

Further details can be obtained from Office of the Deputy Commissioner Reasi by contacting:-

S. Janak Raj
Chief Planning Officer Reasi
Phone No. 01991-245588 /01991-245722

No DDCR/NIT/144/1680-94

Dated: -12-06-2013

Sd/-
District Dev. Commissioner
Reasi

Copy to:-

1. Financial Commissioner Jammu for information.
2. Divisional Commissioner Jammu for information.
3. Joint Director Information Jammu for publishing in at least two daily newspapers.
4. Additional Deputy Commissioner Reasi for information.
5. District Information Officer Reasi for publicity through Electronic and Print Media.
6. District Informatics Officer (NIC) Reasi for uploading on Website.
7. All Tehsildars for publicity.
8. All Block Development Officers for publicity.
9. Notice Board / Concerned file.

Janak Raj
12/06/13
Chief Planning Officer
Reasi

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TENDER DOCUMENT RECEIPT

CONTRACTOR NAME: _____

I hereby acknowledge receipt of one set of tender documentation for the above work including following documents.

1. Abbreviated tender Notice.
2. Technical Bid
3. Financial Bid
4. Complex Dimensions
5. General Conditions for Tender.
6. Scope of Work Specifications Condition.
7. Other Important Conditions.
8. Deployment of Man Power.
9. Performa of Affidavit for the Bidder.

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1) TECHNICAL BID

1. Name of Firm/ Agency: _____
2. Full Name of Proprietor/Responsible person: _____
3. Parentage: _____
4. Correspondence Address: _____
5. Contact Details:
 - a) Phone Number: _____
 - b) Mobile: _____
 - c) E Mail: _____
6. Pan No/ Tan No: _____
7. Sales Tax Registration No: _____
8. Service Tax/ Excise Registration No: _____
9. Vat Registration No: _____
10. Area of expertise of bidder: _____
11. Experience details: _____
12. Annual turn over _____
13. Detail of Place where such work has
been done/ being done by the bidder
(Enclose copy of contract letter) _____
14. Any Other details etc. _____
15. Signature of the Tenderers /Authorized Signatory
(with Seal & Stamp on each Papers) : _____
Date & Time: _____

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2) FINANCIAL BID

**Deputy Commissioner
Reasi**

**Sub:- Our Financial Bid for outsourcing of cleaning job of Deputy Commissioner office Complex/
Mini Secretariat Block-I Reasi.**

Ref:- Tender document No: _____ Dated: _____

Dear Sir,

Having examined the above tender documents, terms and conditions stipulated therein, specification of work etc. I / We, the undersigned offer to execute the work of sweeping / cleaning / dusting / sanitation in conformity with the said specifications and conditions of contract at the following rates:-

1. In figure Rs. _____
2. In words Rs. _____

Above quoted amount include all the taxes / levies / fees etc whatsoever required and additional liability shall be transferred to the Deputy Commissioner Office Reasi. I undertake to provide all the required materials / machineries / equipments / disinfectants/ cleaning agents for above job and cost shall be borne by the undersigned. All services tax / income tax / sales tax / PF dues / labour cess etc shall be paid by me under rule and law whatever applicable.

If our Bid is accepted, we shall submit the securities as per the conditions mentioned in the contract.

We agree to abide by this Bid for a period of 90 days from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Sig. of the Tenderer _____

Name of Tenderder _____

Place:
Dated:
Witness: _____
Name & Address: _____
Signature: _____

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Sale Document No:**4) COMPLEX DIMENSION**

#	The Complex / premises consists of:-	App. Area in sq. mtr. afforded for sweeping / cleaning covered	App. Area in sq. Mt. afforded for sweeping / cleaning uncovered area	For covered area per sq. Mtr.			For un covered area per sq. Mtr.		
				In Figures (Rs)	In words (Rupees)	Total amount of covered area	In Figures (Rs)	In words (Rupees)	Total amount of un covered area
1	Deputy Commissioner Office Complex	5460 Sq. mtr	0.00						
2	Mini Secretariat Block –I	4870 Sq. Mtr.	0.00						
4	Conference hall	790 Sq. Mtr.	0.00						
5	Lawn	-	-						
7	Approach road	-	-						
8	Parking area	0.00	-						
	Total	11120 Sq. mtr	-						

Tender Summary

Sale of bid documents	=15-06-2013 to 30-06-2013
Last date and time of receipt Of tenders	= 10-07-2013 upto 1300 hours.
Technical Bids	= 11-07-2013 at 1000 hours.
Financial Bids	= 12-07-2013 at 1000 hours.
Place of depositing tender	= Office of Deputy Commissioner, Reasi
Tender Opening Place	= Office of Deputy Commissioner, Reasi

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5) GENERAL CONDITIONS FOR TENDER

1. All tender documents must be completed in full.
2. The rates approved under the contract shall be valid for a period of 2 years from the date of commencement.
3. No variation in the rates shall be entertained during the contract period.
4. The contractor of the services/goods shall submit an affidavit duly sworn before first class magistrate to the effect that the firm's contractor complies with minimum wages act & other applicable labour laws.
5. Only one bid is permissible to one bidder.
6. The Dy.Com. Reasi reserves the right to reject any or all the tender without assigning any reason thereof.
7. The firm/bidder shall have direct experience of handling sanitation work/cleanliness contract for at least 2 consecutive years
8. Firm shall have annual turnover of Rs.5.00 lakhs per year
9. Firm shall have to be registered with Income Tax Department and have its PAN/TIN no.
10. The firm should be registered with Sale tax/Excise /Labour/PF department of the State Government
11. Supporting documents for above be enclosed with tender documents.
12. The firm has to satisfy the institution/authority of the complex about the cost /brand of consumable material which is used for cleanliness of the complex
13. All the material like Phenyls, floor cleaner, toilet cleaner, naphthalene balls, glass cleaner (Colin) or other material etc of good branded approved quality shall be provided by the contractor/agency to their staff at their own level. The sample and rates of all the cleaning material shall be approved by the DC Reasi before starting the work.
14. All required cleaning tools regulated for sweeping and cleaning of the building shall be provided by the firm/bidder to their staff at their own level.
15. Levy /Taxes payable by contractor –Sale Tax/VAT or any other tax on materials in respect of this contract shall be payable by the firm/bidder and the institute shall not entertain any claim whatsoever in this respect.
16. The firm/bidder shall be responsible for proper maintenance of decorum, punctuality, discipline and work output. The personnel so deployed should be in a proper neat and clean well dressed uniform. Providing of uniform etc to deployed staff shall be the responsibility of the firm/bidder. If the staff is not present in uniform, a penalty of Rs.20/- per day per person will be levied and deducted from the bill. The choice of the colour of the uniform will be decided mutually by the institute and the firm/bidder.

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Sale Document No:**6) SCOPE OF WORK AND SPECIFIC CONDITION**

S. No	Description of the Services	Frequency	Timing
1)	General Cleaning/Sweeping/Dusting	Daily	As noted below
2)	Moping of Floor with Disinfectant.	Daily	As noted below
3)	Disposal of litter	Daily	As noted below
4)	Cleaning & Disinfecting Toilets	Daily	As noted below
5)	Washing of Window Panes, other Glass area & Sign Boards	Daily	As noted below
6)	Dusting/vacuuming and cleaning of furniture	Daily	As noted below
7)	Cleaning of Computers, Machines & AC's	Daily	As noted below
8)	Sweeping of approach road and parking area	Daily	As noted below
9)	Foot Path / Stairs	Daily	As noted below
10)	Dusting of Fans & Almirahs	Weekly	As noted below
11)	Cleaning of Cushions of sofas etc by way of sun and vacuum cleaning	Fortnightly	As noted below
12)	Cleaning of walls	Fortnightly	As noted below
13)	Change Toilet Freshener (of Standard brand)	Monthly	As noted below
14)	Washing of curtains /cushion covers etc	Monthly	As noted below
15)	External wall of buildings	Monthly	As noted below
16)	Any other service required for keeping the complex clean.	As and when required.	As noted below

Whole complex must be cleaned by or before 7:45 AM during summer & 9:45 during winter i.e. before the start of office work

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7) OTHER IMPORTANT CONDITIONS

1. The staff put for the job must be courteous, well mannered, disciplined and must be well trained with regard to human relations.
2. The staff should have some basic knowledge of fire fighting & Disaster Management.
3. No person below the age of eighteen years should be engaged as the child labour as prohibited under the law.
4. Cleaning shall have to be strictly made as per the terms and conditions in the tender document and the agreement to be signed between the institute and the contractor latter.
5. The agency shall ensure highest standards of housekeeping / clearing and the workers should be trained for the job and must be well versed with the handling of the various equipments, furniture and other gadgets of the institute.
The agency shall have to certify the credentials of the deployed persons to the institute, which shall be the sole responsibility of the agency. Their behaviors, activities etc should not be in any case unlawful.
6. The workers of the contractor / agency shall have no claim over the institute in respect of their engagement / deputation to the institute and their monthly emoluments shall be paid by the agency itself.
7. The workers will have no claim for appointment / absorption / hike in emoluments etc against the institute at any point of time. They shall have no contract of whatsoever nature with the institute. Their claims, if any of whatsoever nature shall lie with the agency.
8. After the agency is selected, other terms and conditions will be discussed with it and if the same are agreed upon the parties will execute formal "Agreement".
9. The institute reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
10. All the cleaning activities should be entered in relevant log book / sheet for the inspection / perusal of the authorities.
11. No file, paper, equipment, book of whatever should be removed from its place while cleaning. However, if removal is necessary for the purpose of cleaning, the same should be kept back from where it had been kept before the cleaning.
12. The list of equipments and consumables is tentative and the contractor will be at liberty to add any item which helps to keep the place clean.
13. The contractor is required to provide separate rates for the services needed by the institute in the price bid as per the detail given there. As per the status and need some services may not be required immediately by the institute the same will accordingly be put in abeyance for some time.
14. The institute is not bound to give the contract to the lowest bidder if his credentials (documents) back ground documents and experience is not up to the mark and the standards required by the institute,
15. DDC Reasi believes in keeping the environment clean and transformation of the campus and its surroundings in green areas; therefore the use of polythene is completely banned in the campus. No equipments, material, disposables are allowed in the campus which can directly or indirectly harm the environment around. The contractor will make all efforts to make the campus green under the guidance of the designated authority of the institute.

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8) DEPLOYMENT OF MAN POWER:

A. Detail of persons proposed to be deployed and materials be used:

1. Supervisor
2. Sweeper
3. _____
4. _____
5. Etc.

B. Detail of materials and tools:

Name of items	Brands / specification	No of days to be used in a months
Disinfectants		
Acid		
Mopper Machine		
Brooming / Sweeping Machine		
Vacuum Cleaner		
Other materials as required etc		

C. Rejection of Tender Financial bids/ Bids.

The tender financial bids / bids will be rejected before opening or evaluation in case.

- a) If the envelope containing tender document is not sealed properly.
- b) If requisite amount of EMD/Cost of Tender Form is not paid.
- c) If tender documents is not duly signed with seal on each and every page.
- d) If the required documents as per the checklist are not enclosed.
- e) If the bidder is blacklisted and the said blacklisting is not lifted.
- f) If the bidder seeks any changes in specification, terms and conditions of the tender.
- g) If the tender for financial bid is left to unfilled /uncrossed.
- h) If the Firm is a determined as substantially non-responsive in any way.
- i) If it is observed that the cartel meaning has been formed.

**Signature of Tenderer with
Seal.**

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9) PERFORMA OF AFFIDAVIT FOR THE BIDDER

I _____ S/o _____ R/o _____
owner / proprietor / partner of M/S _____ having its registered office at _____
do hereby solemnly affirm and declare as under:-

1. That I / We have read and understood all the terms / conditions of tender document for tender No: _____ of Deputy Commissioner-cum-District Dev. Commissioner Office Reasi for outsourcing of cleanliness job of Deputy Commissioner-Cum-District dev. Commissioner Office /Mini Secretariat Block I&II Reasi.
2. That I / We have submitted true and correct information in tender document to the best of our belief and knowledge and aware of the consequences of wrong information including cancellation of tender documents.
3. That I/ we shall abide by the terms & conditions put forth by Deputy Commissioner-cum-District Dev. Commissioner Office Reasi as stipulated in the tender notice.
4. I / we shall also enter into agreement with Deputy Commissioner –Cum-District Dev. Commissioner Reasi with regard to the terms and conditions, if the work is allotted to the firm.

Deponent.

Verification:

Verified at _____ on _____ day _____ 2013 that the above contents of the affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent.