

**NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS : NEW DELHI-12**

No.32-403/15-16/House Keeping/Estate/

Total Nos. of pages 10 Nos.
Tender fee : Rs. 1000/- only (Non refundable)

**TENDER DOCUMENT FOR – HOUSE KEEPING SERVICES AT NBPGR NEW BUILDING
AND OLD BUILDING AT THIS BUREAU.**

1. Tender Document

- a. Number : No.32-403/15-16/House Keeping/Estate/
- b. Total No. of pages including Preliminary pages : 10 pages (including this page)
- c. Price : Rs.1000/- in cash (Non-refundable)
- d. Sale Dates : From 09/03/2015 to 04/04/2015
- e. Sale Timings : **11.00 AM – 1.00 PM**
- f. Sale Venue Building, : Room No. J – 202, First Floor, NBPGR New Building,
Pusa Campus, New Delhi.

2. Tender Submission and Opening

- a. Address tender to : The Director, NBPGR, New Delhi-110012
- b. Superscribe tender with : Tender No. and the words “**Tender for house keeping Services at NBPGR, New Delhi**” on the cover of envelope.
- c. Last date and time for submission : **04/04/2015 at 2.00 P.M.**
- d. Date of opening : 04/04/2015 at 2.30 p.m. in presence of bidders/his authorized representative.
- e. Venue of opening : Committee Room of Germplasm Conservation Division,
NBPGR, New Building.
- f. Validity of tender : 90 days from the last day of submission of tender.
- g. Bid system : **Two bid system (i) Technical bid (ii) financial bid**

1. Earnest Money Deposit (EMD) and Security Deposit.

- a. Rs.50,000/- payable by D.D. drawn on any bank in New Delhi in favour of the Director, NBPGR, New Delhi as EMD may attached with tender document.
- b. **Security Deposit @ 10%** of the total yearly value of the contract, in the shape of DD drawn on any bank in New Delhi in favour of Director, NBPGR, New Delhi will be deposited by the successful/selected bidders before award of work.
- c. Tender/offers not accompanied by EMD and letters of performance from five clients equivalent to National and International constitution will be rejected outrightly.
- d. EMD of the unsuccessful tenderers/ firms will be refunded within 30 days after the award of the contract.
- e. No interest is bearable on the EMD and Security Deposit.

2. TERMS AND CONDITIONS FOR THE HOUSE KEEPING SERVICES CONTRACT.

- a. **Earnest money Deposit (EMD), Rs. 50,000/-** in the form of D.D. in favour of the Director, NBPGR, New Delhi payable at New Delhi.
- b. Bidder should submit certificates/letters from at least five Govt./Semi Govt./PSU clients Departments where provided satisfactory performance of housekeeping. The NBPGR would confirm the performance of contractor by visits of a committee to the said Govt. Departments where contractor is already providing services. Only after fulfilling these conditions the Bids would be entertained.
- c. Bidders are encouraged to visit NBPGR to assess the quantity and type of work to be undertaken before bidding.
- d. **Two Bid System: Bids should be submitted in two parts as under:**
- e. **Technical bid consisting of all technical details along with commercial terms and conditions in one envelop.**
- f. **Financial bid indicating 'Item wise' price for the items mentioned in the technical bid in a separate envelop.**
- g. The tender received after the due date and time or not in proper sealed cover shall not be entertained.
- h. Conditional Tenders are liable to be rejected.
- i. The rate should be given in both figures as well as in words. The amount for each item should be worked out and separately given and the total be also given.
- j. The tender must be signed on all pages by the firm.
- k. The tender should be submitted in one part. No subsequent amendment shall be considered.
- l. Tender should be submitted only on original form.
- m. Tender should be duly filled and envelope should be sealed.
- n. Canvassing in connection with the tender is strictly prohibited.
- o. **Earnest money shall be forfeited, if the successful bidders fails to sign the format agreement within seven days from the date of intimation of his selection or fails to start the work within seven days from the date of award of work as given in the work order.**
- p. **Along with the tenders the bidders shall enclose,**
 - * **Firm Registration Certificate**
 - * **the photocopies of last 3 year Income Tax Clearance Certificate for the year 2011-12, 2012-13, 2013-14**
 - * **last three years Experience Certificate along with supporting documents for the year 2011-12, 2012-13, 2013-14.**
 - * **Registration Certificate/ Labour Licence from Labour department.**

- * ESI Registration Certificate
- * EPF Registration Certificate.
- * Service tax registration.
- * Balance sheet of last 3 years to be submitted along with tenders for the year 2011-12, 2012-13, 2013-14.
- * The firm which has turnover of Rs.50.00 lacs per annum in the housekeeping business during the last 3 years continuously only will be eligible.
- * The tender without these documents shall be rejected

q. Tenders who do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.

r. The court of jurisdiction in all cases will be Delhi / New Delhi.

The contract for cleaning & sanitation will be initially for a period of one year.

s. The contract is terminable by giving one month notice by either of the parties, but in case of firm its security will be forfeited.

t. **The successful bidder will be required to furnish a Security Deposit @ 10% of the total yearly value of the contract, in the shape of DD drawn on any Bank in favour of Director, NBPGR, New Delhi payable at New. The Security deposit will be required to be furnished before award of contract.**

u. **Director, NBPGR reserves all the right to forfeit the Security deposit in the event of non-satisfactory performance of duty by the Agency.**

v. The Security Deposit amount of the successful bidder will be returned at the end of the contract.

w. EMD amount and Security Deposit does not bear any interest.

x. The successful firm is required to sign an agreement with NBPGR on a non-judicial stamp paper of Rs.100/- for accepting the terms & conditions of the Contract.

y. The workers of the firm should not develop social relationship with NBPGR staff for any purpose.

z. Whichever fittings are in toilet have to be verified when handing over and taking over the charge by the outgoing and the incoming firm in presence of Estate Officer.

3. SCOPE OF WORK

a. **Cleaning, sweeping of roads, including beams and approaches to offices and building area 2 times daily from 8.00 a.m to 12.00 noon and 1.00 p.m. to 4.00 p.m.**

b. Cleaning, sweeping with dry & wet cloth, swabbing of all the office, rooms, all floor varandah, corridors, stairs, toilets including fixture/furniture, installed in NBPGR, New and Old Building, Basement corridors, Gene Bank and rooms as and where twice daily.

c. Cleaning of all toilets, fixtures with acid, harpic & washing of toilets floors with phenyl and to keep all the fixtures in hygienic smell free running conditions avoid choking and cleaning of WC floor traps etc. immediately. All underground pipe lines cleaning upto colony main sewers to keep it blockage free (daily).

d. Cleaning of terrace including cleaning of water storage tanks both underground & overhead and Roding / cleaning of rain water pipes before monsoon and during monsoon, cleaning of storm water on roofs/ground floors and keep fault free (quarterly).

e. Dusting, cleaning of windows, doors, glass panes internal walls etc. of all the floors of New and Old Building (weekly).

- f. Cleaning, keeping areas around Glasshouse weed free by uprooting of weeds, grass and minor leveling etc. and also the lawns as directed by the Estate Officer.
- g. Cleaning of glass panes with dry and then with wet cloth after spray/use of detergent as directed by Estate Officer in all the rooms including use of spray detergent.
- h. Spraying of baygon once a month in all the office rooms and central facilities as per directions of the Estate Officer.
- i. The contractor is required to clean and maintain the said buildings with the help of his own sanitary workers, cleaning materials, tools and tackles as per the satisfaction of Estate Officer and nothing will be supplied by this office. Adequate cleaning/sweeping material such as phenyl, phenyl tablets, disinfectants, all kinds of brooms, cobwebs removing tools, detergents, sweeping cloth etc. will have to be provided by the firm to its employees for carrying out the work. This can be checked anytime by NBPGR authorities or their representatives.
- j. In addition, the NBPGR may require the contractor to execute certain additional/new jobs under the contract, which may be different from the items of work described in the schedule of items and bill of quantities. The rates for such shall be mutually agreed.
- k. The NBPGR reserves the right to increase or decrease the area to be covered under the scope of the contract for which the rates applicable shall be determined proportionately. However, the total variation shall be limited to 1.5% of the total contract value.
- l. Vacuum cleaning of carpeted area (vacuum cleaner will be provided by the NBPGR) and machine cleaning of venial flooring areas once a month.
- m. While submitting the monthly bill the contractor will be required to list all the above as and when performed by his employees, with all the details on the body of the bill which will then be verified by the Estate Officer of NBPGR and concerned HoDs/Incharge.
- n. Sweeping of area in the NBPGR (Old building, New Building and Guest House) glass houses including walls, ceiling, stairs, canteen and all the passages on all working days twice daily.
- o. Dusting of all type fittings, fixtures, furniture doors, windows including glass panes and inside the office premises on all working days.
- p. Cleaning with soap water, the entire uncarpeted floor-passage, stairs & entrance twice a week.
- q. Collection of wastage/refuse material and its disposal at places directed by the Officer-in-Charge on every day basis.
- r. Cleaning of WC toilets, sinks, wash basins fitting in the office premises with soap, harpic on every day and to provide naphthalene balls, 4 nos. in urinals and should be available in same nos. at all times and applying of phenyl solution daily after cleaning upto lintel level of the urinals daily with the water and applying of phenyl solution therefore once in two days.
- s. The cleaning of Auditorium / Committee Rooms / Museum once a week or as and when required as per directions of Estate Officer.
- t. Maintenance of sanitary fittings with regular cleaning with surf etc.
- u. Cleaning of floor carpet provided in the premises using vacuum cleaner twice a month.

6. Points / Areas :

Points / areas for House Keeping Services on contractual basis (New Building & Old Building premises).

New Building :

- Point 1 : To clean rooms / labs / toilets / shafts and corridors of "A" Block and Gene Bank on Ground Floor of New Building.
- Point 2 : To clean rooms / labs / toilets / shafts and corridors of "B" Block, "C" Block, "D" Block and "E" Block on Ground Floor , New Building.
- Point 3 : To clean rooms / labs / toilets / shafts and corridors of "G", "H" and "K" Blocks on Ground Floor of New Building.
- Point 4 : First Floor : To clean rooms / labs/ toilets / shafts of "F", "H", "J" and "L" Blocks including Canteen.
- Point 5 : First Floor : To clean rooms / labs / toilets / shafts / corridors of "B", "D" and "E" Blocks.
- Point 6 : To clean outside roads in the premises, glasshouse of Containment and parking areas.
- Point 7 : To clean all the wash basins (Labs / Rooms) / shafts and Toilets (Gents and Ladies).

Old Building :

- Point 1 : To clean all the rooms / labs/ toilets including wash basins and toilets in main building on **Ground floor**.
- Point 2 : To clean all the rooms / labs including wash basins and toilets in main building on **First Floor**.
- Point 3 : To clean outside roads, Gene Bank area, sports hall, and parking area.
- Point 4 : To clean Guesthouse, Chemistry Lab, IJSC office, guest house and Evaluation Labs / Rooms in old TCCU block.

7. Period of contract :

- a) The contract shall be valid for a period of one year with effect from the date of award, proportionate deductions shall be made for nos. of operations not got carried out during the contractual period. The contract is liable to be extended for one year as decided by the Director, NBPGR depending upon the performance of the contractor.

8. Guidelines.

- a. House Keeping Services is to be done to the satisfaction of the Estate Officer and all concerned as per the above guidelines.
- b. The cleaning job should invariably be finished between 8 AM to 4 PM.
- c. The contractor should be approved by Ministry of Labour, Govt. of India.
- d. The payment should be made after the approval and physical inspection of the respective blocks, marked and recorded in register on the day to day basis, which will be submitted at the time of furnishing the monthly bill and will be verified (on a day to day basis) by Estate Officer and respective HoDs/Officer Incharge of NBPGR.

9. All Cleaning Material & manpower will be supplied by firm.

- a) **The cleaning and sanitation work** shall be carried out by the contractor using adequate manpower under the supervision of one supervisor deputed by the contractor. The said supervisor shall report to the Estate Officer or his authorized representative on all working days at NBPGR for review of the work done and further instructions in the matter.
- b) The manpower will be recruited on monthly basis as per the labour laws of Delhi Government.
- c) A minimum amount equivalent to 10% of the monthly bill will be recovered as penalty in case the allotted work are not attended to or are not carried satisfactorily and in case Estate Officer in this regard receives any complain. The amount however, shall be limited to maximum of 20% of the monthly amount provided all requisite cleaning works as above are regularly carried out Stoppage or non-carrying out the work entails non-payment for corresponding period.
- d) Daily work done as specified should be recorded in the prescribed register by the contractor.
- e) NBPGR will not be responsible for any accident arising out or in course of employment in respect of the workmen engaged by the contractor and contractor will be solely responsible for all the claims.
- f) If any type of misconduct or adverse report against the performance of the contractors employees is reported to the Estate Officer, the NBPGR reserves the right for appropriate legal action directly and also the cancellation of the contract at any time/stage by decision taken by the Director, NBPGR shall be final and binding on the contractor. However, the misconduct theft or any other illegal action by any of contractor's employee will lead to legal action on that person and the contractor will have to withdraw him/her with a immediate affect otherwise contract is liable to be cancelled.
- g) **The contractor will provide uniform to all its workers to compulsorily wear during working hours for their identification.**

10. General

- a. The rate of the firm including all taxes and duties and no escalation would be paid/entertained during the entire period of contract.
- b. The contractor shall present the police verification of workmen for inspection to the Estate Officer of the Bureau.
- c. The contractor shall have to purchase all tools, chemicals and tackles at his cost like broom stick, brushes, baskets bags, acid, naphthalene balls, odonil etc. all other tools and tackles or any other items required for sanitation work.
- d. All the works shall be as per the instructions specified in schedule of items of work and to entire satisfaction of Estate Officer.
- e. The water required for the job shall be supplied free of cost by the NBPGR.
- f. No accommodation shall be provided by NBPGR.

11. Contractor agreement:

The contractor shall be required to execute the contract agreement on **Non-judicial e.stamp papers of Rs.100/- immediately**. Any payment under contract shall be released only after contract agreement has been signed and submitted by him.

12. Arbitration

- a) In case of any dispute between the parties, the same will be referred to the arbitrator to be appointed by Director, NBPGR according to the provision of India. Arbitration Act and all disputes shall be subject and jurisdiction of Delhi courts only.
- b) In addition to above, all other terms and conditions mentioned in the tender documents Will be applicable and shall form part of the contract DA/ description of items.
- c) Canvassing in connection with the tenders is strictly prohibited and the tender of anyone resorting to canvassing is liable for rejection on that ground alone.
- d) The firm shall give full details, if any of person(s) who is/are related to him and is/are in the rank of a Section Officer or equivalent and above in NBPGR or in any of the Institute of the ICAR or otherwise declare that he is not related to any officer of the rank of a Section officer or equivalent and above in NBPGR or in any of the institute of the ICAR.
- e) *The firm shall pay the wages to its employees latest by the **07th of each month by** cheque only in the presence of the Estate Officer/any other officer deputed by Director, NBPGR.*

13. Detailed for House Keeping Services maintenance contract of ;

Sl.No.	Description of items Unit	Frequency
1.	Cleaning, sweeping of roads, including beams and approaches to offices and building area (daily).	Before 9.00 AM
2.	Cleaning with dry wet cloth sweeping, swabbing of all the office, rooms , all floor varandah, corridors, stairs, toilets including fixture furniture , installation in two floors of New and Old Building, Basement corridors, Gene Bank and rooms as and where (daily).	Before 11.00 AM
3.	Cleaning of all toilets, fixtures with acid, harpic & washing of toilets floors with phenyl and to keep all the fixtures in hygienic smell free running conditions avoid choking and cleaning of WC floor traps etc. immediately. All underground pipes lines cleaning upto colony main sewers to keep it blockage free (daily).	—
4.	Dusting, cleaning of windows, doors, glass panes internal walls using detergents etc. of all the floors of New and Old Building (weekly).	Friday every week
5.	Cleaning, keeping areas around Glasshouse weed free by uprooting of weeds, grass and minor leveling etc. and also the lawns as directed by Estate Officer.	15 & 30 th each Month
6.	Spraying of baygon once a month in all the office rooms and central facilities as per directions of Officer-in-Charge.	Once in Months
7.	In addition, the NBPGR may require the contractor to execute certain additional/new jobs under the contract, which may be different from the items of work described in the schedule of items and bill of quantities. The rates for such shall be mutually agreed.	—
8.	The NBPGR reserves the right to increase or decrease the area to be covered under the scope of the contract for which the rates applicable shall be determined proportionately. However, the total variation shall be limited to 1.5% of the total contract value.	—
9.	Vacuum cleaning of carpeted area (vacuum cleaner will be provided by the NBPGR) and machine cleaning of venial flooring areas once a month.	—
10.	While submitting the monthly bill the contractor will be required to list all the above as and when performed by his employees, with all the details on the body of the bill which will then be verified by the concerned officer of NBPGR.	—
11.	Sweeping of area in the NBPGR (Old building, New Building and Guest House) glass houses including walls, ceiling, stairs, canteen and all the passages on all working days (daily).	—
12.	Dusting of all type fittings, fixtures, furniture doors, windows including glass panes and inside the office premises on all working days.	—

13.	Cleaning with soap water, the entire uncarpeted floor-passage, stairs & entrance twice a week.	_____
14.	Collection of wastage / refuse material and its disposal at places directed by the Officer-in-Charge on every day basis.	_____
15.	Cleaning of WC toilets, sinks, wash basins fitting in the office premises with soap, harpic on every day and to provide naphthalene balls, 4 nos. in urinals and should be available in same nos. at all times and applying of phenyl solution daily after cleaning upto lintel level of the urinals daily with the water and applying of phenyl solution therefore once in two days.	_____
16.	The cleaning of Auditorium / Committee Room / Museum once a month or as and when required as per directions of Estate Officer.	_____
17.	Maintenance of sanitary fittings with regular cleaning with surf etc.	_____
18.	Cleaning of floor carpet provided in the premises using vacuum cleaner twice a month.	_____

Important : For non-compliance of the terms & conditions as above, the tenders are liable to be ignored. It is reiterated that tender should contain total lump-sum amount per month only without giving number of workers/supervisor and wages to be paid to them by you for providing job/service. Before furnishing the tender the firm may visit the NBPGR, New Delhi to see the location / points of work places. The tender may be sent by post or put in Tender Box kept at the main Gate No.2 of NBPGR, New Building of the Bureau on or before 04/04/2015 up to 2.00 p.m. The Director, NBPGR, New Delhi reserves the right to select / reject the tenders without assigning any reasons.

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Administrative Officer

FINANCIAL BID

(This financial bid to be enclosed in a separate envelop with seal)

Last date for receipt of Tender : 04.04.2015 up to 2.00 p.m.

To

The Director,
NBPGR,
New Delhi-12

Sir,

I/We wish to submit our tenders for contract of providing the cleaning & sanitation services at NBPGR, New Building and Old Building at NBPGR, New Delhi on the following rates.

Particulars	Per Month
Monthly consolidated rate offered for the contract of "cleaning & sanitation services at NBPGR, New Building and Old Building at this Bureau" <u>include cost of each and every items including transportation cost, manpower cost with minimum wages as per Govt. approved rates, cleaning materials and service tax/taxes etc. The NBPGR, shall not bear any extra charges on any account whatsoever i.e. ESI/EPF contribution, Uniform, liveries, OTA etc.</u> in accordance with the highest standards of Allied Services and as per the terms and conditions specified in the tenders as applicable from time to time.	Rs. _____ p.m. (in figures)
	(Rupees _____ _____
	_____ (in words).

I/We agree forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit.

Signature _____

Name & Address of the Firm _____

Telephone No. _____

Mobile No. _____