

भारत सरकार  
वित्त मंत्रालय  
केन्द्रीय नारकोटिक्स ब्यूरो  
19, माल रोड, मुरार, ग्वालियर - 474006



Government of India  
Ministry of Finance  
Central Bureau of Narcotics  
19, The Mall, Morar, Gwalior (M.P.) - 474006

(PBX) : (91) 751-2368996/ 2368997; FAX: (91) 751-2368111/ 2368577; GRAM: NARCOM; E-MAIL: narcom@sancharnet.in

F. No. I(22)7/Adm/Misc/2013-

Dated, the 17<sup>th</sup> May, 2013

## TENDER NOTICE FOR UNSKILLED WORKERS

Sealed tenders are invited for providing of unskilled workers – 17 nos. from reputed registered firms to undertake cleaning and house-keeping of office premises of this Commissionerate. The detail address and carpet area of the office is shown in Annexure-I. The tender should be submitted in sealed covers addressed to the **Assistant Narcotics Commissioner (Prev), Office of the Narcotics Commissioner, Central Bureau of Narcotics (CBN), 19, The Mall Road, Morar, Gwalior - 474006 (M.P.)** on or before 27.05.2013 up to 1600 hrs.

Details regarding general terms and conditions, pre-qualification requirement for awarding of contract, and Proforma of Technical and Financial bid, can be obtained from Superintendent (Admn), of this office during office hours on any working days. Details can also be accessed on departmental website [www.cbn.nic.in](http://www.cbn.nic.in) and [www.cbec.gov.in](http://www.cbec.gov.in). While submitting quotations, bidders must submit the Proforma duly filled in and signed for having accepted the General Terms and Conditions (Annexure-I), Special Terms and Conditions (Annexure-III) and Pre-Qualification (Annexure-IV) in one envelope and Financial Bid (Annexure-V) in another envelope. Both the sealed envelopes should be placed in another sealed cover superscribing it '**QUOTATIONS/RATES FOR HOUSE KEEPING SERVICES / SUPPLY OF UNSKILLED WORKERS (LABOURS) ON CONTRACT BASIS**'. "

The Service Providers may inspect the aforesaid buildings on any working day, with prior permission from the Superintendent (Admn), CBN, Gwalior before submitting their bids.

Contractors who do not fulfill pre-qualification requirements will not be considered. Financial bids of only those Contractors /Agencies will be opened who fulfill the terms and conditions. This office reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

(VIJAY KALSI)  
NARCOTICS COMMISSIONER

**ANNEXURE – I**

<b>S.No.</b>	<b>Office formation and address</b>	<b>Floor Area in Possession (Sq. Mtrs.)</b>
1	CBN Hqrs Office, 19, The Mall Road, Morar, Gwalior	1400

**GENERAL TERMS AND CONDITIONS**

1. Rates/Quotations duly filled in will be received up to the stipulated date and time (i.e. 27.05.2013 up to 1600 hrs.)
2. The Office of the Narcotics Commissioner, Gwalior reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotation or to withdraw the same, without assigning any reason thereof.
3. The Contractors/Service Providers are required to submit complete rates/Quotations only after satisfying each and every condition laid down in the Annexures enclosed.
4. All the rates must be written both in figures and words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted and signed by the firm with its current business address.
6. The contractor should satisfy themselves before submitting of the rate/quotations that they should meet the qualifying criteria and capability as laid down in the Annexure.
7. The Contractors must comply with the Rates/Quotations, specifications and all the terms and conditions of contract. No deviation in the terms & conditions of the contract shall be entertained unless specifically mentioned by the contractor in the rates/quotations and accepted by this office.
8. Notwithstanding anything contained therein, this office reserves the right to terminate the contract by giving a 15 days notice in writing without assigning any reason and without incurring any financial liability, whatsoever, to the Contractor.
9. Insurance cover protecting the agency against all claims applicable under Workmen's Compensation Act, 1948, shall be taken by the Contractor. The Contractor shall arrange necessary Insurance coverage for any persons deployed by him even for a short duration. This office shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on this office, the

same shall be reimbursed/indemnified by the Contractor.

10. No other person except Contractor's authorized representative shall be allowed to enter this office.

11. Within the premises of this office, the Contractor's personnel shall not do any private work except their normal duties.

12. Contractor shall be directly responsible for any/ all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.

13. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or order of the Government including the Minimum Wages Act. This office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

14. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

15. All consumables and materials required shall be provided by this office.

16. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Government office.

17. Contractor/ Service provider will ensure that the persons deployed by the firm always wear proper uniform with a badge showing the name of the firm, while on duty.

We agree to the above terms and conditions.

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal

**SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING**

**A. SCOPE OF THE WORK**

1. The prime object of housekeeping services is to maintain the entire premises in a neat condition. The premises are to be maintained from hygienic point of view.
2. The broad details of work covered under the scope are enumerated as follow:
  - a) Cleaning, sweeping and wiping of floors.
  - b) Thorough cleaning of toilets/urinals using required detergents, by putting naphthalene balls in all the urinals and air purifiers in the toilets.
  - c) Shifting of furniture and other items/stores from one place to another as required by the administration.
  - d) Lift and D.G. Set operation during office hours at C-56/42, Sector-62, Noida.
  - e) Any other work assigned by the controlling officer.

**B. JOBS TO BE CARRIED OUT DAILY**

1. Cleaning of toilets, windows, wash basins and other fittings and water coolers, removing all dust, unwanted materials, cleaning to be done with phenyl/ lyzol or other required disinfectant twice a day.
2. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in afternoon.
3. Removing dust from floors, windows, doors, books, journals, furniture, fixtures, telephone, cupboard, air conditioners and other equipments, cupboard, filing cabinets, glass panes, collecting waste paper, unwanted material and its disposal at indicated locations.
4. Cleaning of rooms by moping floor with cloth soaked in water and disinfectant of ISI mark.

**C. JOBS TO BE CARRIED OUT WEEKLY**

1. Washing of floors with surf/vim/soap and water or any other cleaning operation.
2. If the labour is required on Sunday/Gazetted Holiday, no extra charge will be paid to the contractor on account of this.

#### **D. MISCELLANEOUS CONDITIONS**

1. Sweeping, cleaning and dusting etc. shall be completed before 9.00am every day.
2. The Contractor shall refill the sanitary cubes, cakes, odonil, air purifier, naphthalene balls, chemicals, disinfectants, detergents, liquid soap, acid etc. from time to time and as and when required.
3. Manpower required for execution of the entire work including transport shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be responsibility of the contractor to provide another workman in his place.
4. The contractor shall, on award of the contract, furnish the list containing names and addresses of the workman sent to this office for Housekeeping Services.
5. The services provided by the contractor shall be up to the satisfaction of this office.
6. The contract rate shall include cost for all the essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.
7. The Contractor shall have no claim against this office in respect of any work which may be withdrawn.
8. The Contractor shall maintain an attendance Register of personnel and this register of personnel shall be subject to check by the concerned officer of this office.
9. The personnel will render services everyday including Saturdays except on National Holidays i.e 26th January, 15th August, 2nd October and any other holidays/ public holidays. (Which are mandatory under labour laws).
10. They will maintain cleanliness of the toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency of work. No extra payment for this will be made. The rate of items of schedule work includes the cost of this provision as well.
11. Materials, consumables, appliances and tools shall be provided by the contractor/ agency and rates regarding consumables will be shown separately.

#### **E. TERMS OF PAYMENT**

1. The contractor will submit the monthly bill for reimbursement in duplicate enclosing therein following certificate which shall be got duly certified by the officer in charge and same shall be paid thereof after making recovery, if any:
  - a) The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the Labour Laws and Minimum Wages Act, to its personnel deputed under service contract and furnish necessary proof in this regard as and when required.
  - b) Actual deployment of personnel and their attendance.

- c) Proof of payments made to personnel deployed for previous months.
- d) Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc., for the payments made towards applicable provident fund. E.S.I. & E D.L.I. for the previous month and proof of payment towards compliance of other statutory provision like bonus for the previous month.
2. This office shall release due amount after making recoveries, if any, through crossed A/c Payee cheque in favour of Contractor/ Agency.
3. In case, this office receives any complaint regarding nonpayment of wages to the personnel deployed, the amount payable to these personnel will be recovered from contractor's bill and paid to such personnel.

#### **F. PENALTIES**

1. Contractor will attract a penalty of an amount equal to one day's payment, in case a person fails to carry out the housekeeping services due to his absence or any other reason.
2. In the event of failure in maintaining the housekeeping services on any day upto the desired standard, in part or full the contractor is liable to penalty @ Rs. 250 ( Rs. Two hundred and fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalties, the decision of the Commissionerate will be final and binding on the contractor and shall not be subject to dispute or arbitration.
3. Contractor would ensure that all its personnel deployed with this office behave courteously and decently with the employees/ officers of this office.

#### **G. CHARGES AND PAYMENT**

Bills chargeable to this office shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment of any obligation under the contract, this office reserves the right to deduct the amount, due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**TECHNICAL BID**

**Pre-qualification requirements for award of contract for Housekeeping**

<b>S.No.</b>	<b>Details</b>	
1	Name of the Registered Firm/Company (Enclose attested copy of deed)	
2	Address of the Company with Telephone No., FAX and Email.	
3	Name and address of the Partner/Directors with Mobile No.	
4	PAN No. (Enclose attested copy)	
5	Service Tax Registration No. (Enclose attested copy)	
6	ESI Registration No. (Enclose attested copy)	
7	No. of persons Employed	
8	Provident Fund No. allotted by Regional Provident Fund Office (Enclose attested copy)	
9	Name of the Govt. Organization/ Prominent Private Sector to whom similar services have been provided by the firm during last 3 years (attach relevant documents)	



**PROFORMA FOR QUOTING RATES**

**FINANCIAL BID**

1. The rate quoted should be per Sq. mtr. per Day exclusive of taxes.
2. Details of the taxes along with rate applicable.

**Note:** No extra payment will be made other than the above mentioned amounts

Signature with date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

