

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

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F.No. I(22)70/Admn./HK/2014

Dated, the 7 Nov., 2014

TENDER NOTICE

Sealed tenders are invited in the prescribed proforma from reputed service providers engaged in the business of housekeeping to provide housekeeping services in the O/o The Narcotics Commissioner, Gwalior.

The tenderers must have a minimum experience of three years in providing housekeeping services to Government Departments, Public Sector Undertakings or large corporate offices. Copies of agreement / work order from clients shall be provided as evidence. The tenderers may collect the details regarding the General Terms and Conditions including location and nomenclature of the buildings where housekeeping service has to be provided, description of work, terms and conditions and the proforma for application in Annexure I, II, III & IV from the Administration branch of Office of Narcotics Commissioner, Gwalior or can be downloaded from the official website www.cbn.nic.in and www.cbcc.gov.in. The Sealed envelope may be addressed to the Assistant Narcotics Commissioner (Tech.), 19, The Mall, Morar, Gwalior. The inspection of the premises where housekeeping work has to be provided can be made between 10.00 a.m. and 4.00 p.m. on **12.11.2014** for which the tenderers may contact the Administrative Officer. The last date for receipt of the sealed tenders in the Office of the Narcotics Commissioner, 19, The Mall, Morar, Gwalior is **19.11.2014** at **1:00 P.M.** The Technical Bid (Annexure I to III) and Financial Bid (Annexure-IV) should be submitted in two separate sealed covers. The rate quoted should be on per Sq. Meter per month basis and should be exclusive of Service Tax. The amount of Service Tax should be mentioned separately. The tenders will be opened on 19.11.2014 at 1500 hours before the bidders, if any.

It may be noted that agencies which do not fulfill the pre-qualification requirements will not be considered. Financial Bid under Annexure IV of those agencies which fulfill the terms and conditions (Annexure I, II and III) will only be opened separately on 24.11.2014 at 1500 hours, before the bidders, if any.

This office reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

The tenders received after the last date and time and non-compliance of the procedures will be summarily rejected.

(Vishwanath)

Assistant Narcotics Commissioner

GENERAL TERMS AND CONDITIONS

1. Rates/Quotations duly filled in, will be received upto the date and time mentioned in the notice.
2. The Narcotics commissioner, Gwalior reserves the right to postpone and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same, without assigning any reason thereof.
3. The Contractors are required to submit the 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 in 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 words 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 rates shall be valid for a period of at least three calendar months from the date of opening.
7. The Contractors should satisfy themselves before submission of the Rates/Quotations to the Central Bureau of Narcotics that they meet the qualifying criteria and capability as laid down in the Annexure.
8. The Contractors must comply with the Rates/Quotations, specification and all 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 the Central Bureau of Narcotics.
9. Notwithstanding anything contained herein, the Narcotics Commissioner reserves the right to terminate the contract by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.
10. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the contractor. The contractor shall arrange necessary insurance cover for all persons deployed by him even for short duration in this office.

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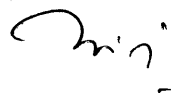
11. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
12. No other person except Contractor's authorized representative shall be allowed to enter the office premises of CBN.
13. Within the premises of the CBN, the Contractor's personnel shall not do any private work other than their normal duties.
14. Contractor shall be directly responsible for any/all disputes arising between him and his personnel and keep the CBN indemnified against all actions losses, damages, expenses and claims whatsoever arising thereof.
15. Contractor shall be fully responsible for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. The CBN shall has no liability whatsoever in this regard and the Contractor shall indemnify the CBN against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.
16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
17. All consumables and material used by the contractor shall be provided by the CBN.
18. It is made clear that the engagement of the service provider does not 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 of part time employment in this office or any other Govt. Office.
19. The rate component shall be subject to change with time as per latest notification of the State Government/Collector.

We agree to the above terms and conditions

Signature with Date _____

Name of the Firm _____

Seal _____



SPECIAL TERMS AND CONDITIONS FOR HOUSE KEEPING

1. SCOPE OF WORK

- I. The prime object of house keeping services is to maintain the entire premises in a tip top condition. The premises is to be maintained from hygienic point of view.
- ii. The broad details of work covered under the scope is 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.

2. JOBS TO BE CARRIED OUT DAILY

- i. Cleaning of toilets, windows, wash basin & other fittings and water Coolers, removing of all dust, unwanted materials, cleaning to be done with phenyl/lyzol twice a day.
- ii. Cleaning of corridors, staircase and common area once with disinfectant in the morning and with plain water in the afternoon.
- iii. Removing dust from floors, windows, doors, books, journals, furniture, fixtures telephone, cupboard, air conditioners, almirah, filling cabinets, glass panes, collecting waste paper, unwanted material and its disposal at indicated lacations.
- iv. Cleaning of rooms by mopping floor with cloth soaked in water and disinfectant of ISI mark.

3. JOBS TO BE CARRIED OUT WEEKLY

- i. Washing of floors with surf/vim/soap and water or any other cleaning operation.

4. MISCELLANEOUS CONDITIONS

Sweeping, cleaning, dusting, etc. shall be completed before 9.00 A.M. everyday.

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 the responsibility of the contractor to provide another workman in his place.

The contractor shall, on award of the contract furnish the list containing names and addresses of the workman sent to the CBN for housekeeping services.

Services provided by the contractor shall be to the satisfaction of the CBN.

Contract rates shall include cost for all essential and contingent works, which although not mentioned in this contract, are necessary for completion of the work to the satisfaction the CBN.

Contractor shall have no claim against the CBN in respect of any work which would be withdrawn.

Contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of the CBN. The personnel will render services every day including SATURDAYS except on NATIONAL HOLIDAYS (i.e. 26th Jan, 15th Aug, 2nd Oct, Holi, Diwali and Sundays and any other holidays/public holidays which are mandatory under labor laws.). They will maintain cleanliness of toilets, lavatories, pantry, floors etc. and will attend to any unforeseen jobs as well as exigency work. No extra payment of this shall be made.

Materials, consumables, appliances. Tools and tackles shall be provided by the CBN. No. of persons to be deployed is sole discretion of the Department

TERMS OF PAYMENT

1. Payment will be given to unskilled labour at every 10th of each month in presence of Superintendent (Hqrs.).

2. The contractor will submit the monthly bill for reimbursement in Triplicate enclosing the certificates as indicated below, which shall be got duly certified by the officer-in-charge and the name shall be paid thereof after making recovery, if any.

3. The contractor shall make regular and full payment of labor charges through cheque, and other payments as due, as per the labor laws to its personnel deputed under service contract and furnish necessary proof for every month.

4. Actual deployment of personnel & their attendance.

5. Proof of payments to individual, payment sheet duly attested made to your personnel for previous months.

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- i. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc, for the payment made towards applicable provident fund, ESI for the previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month.
- ii. The CBN shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of contractor.
- iii. The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor and amount deducted from wages of deployed personnel towards their contribution to provident fund in FORM-5, Form 6-A, & Form 3-A.
- iv. In case, the CBN receives any complaint regarding non-payment of wages to personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.
- v. Police Verification of all the unskilled Labor will be done by Contractor.

6. **PENALTIES**

- i. Contractor will attract a penalty of Rs.108/- (Rs. One hundred eight only) per day, per person, in case the person fails to carry out the house keeping services due to his absence or any other reason.
- ii. In the event of failure in maintaining the house keeping services on any day upto the desired standard in part or full, the contractor is liable to penalty @ Rs.250 (Rupees two hundred fifty only) per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the CBN will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii. Contractor shall ensure that peace and order is maintained in the premises.
- iv. Contractor would ensure that all its personnel would behave courteously and decently with employees of the CBN and also ensure good manners.

7. **CHARGES AND PAYMENTS**

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

We agree to the above terms and conditions

Signature with Date _____

Name of the firm _____

Seal _____

Contractor
and company (with)

7. CHARGES AND PAYMENTS

Bills chargeable



Technical Bid

ANNEXURE-III

Pre-qualification requirements for award of contract for Housekeeping
(unskilled works)

01.	Name of the organization/ Firm	
02.	Name(s) of the Proprietors/ Directors	
03.	Registered Address	
04.	Telephone No. Fax No.	
05.	Whether firm is registered & licence holder under Contrast Labor(Regulation & Abolition) Act	
06.	Registration No. of the firm (Copy to be enclosed)	
07.	Permanent Account No. of the firm(PAN)	
08.	Copy of Income Tax clearance Certificate(ITCC) to be attached for the year 2011-2012	
09.	Provident fund number allotted by Regional Provident Fund Office.	
10.	ESI Registration No.	
11.	Service tax registration No.	
12.	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last five years. (Please attach the job order/service certificate from Govt. Office/Public Sector)	

Signature with Date _____

Name of the Firm _____

Seal _____

Mini

Financial Bid

ANNEXURE-IV

PROFORMA FOR QUOTING RATES

1.	Description of payment Rate per Month Total Rate	Rate per month	Rate as per Sq. Ft. per month basis
2.	Wages as per the notification issued by MP Govt./Collector under the Minimum Wage Act		Built up area 2609 sq. mtrs. Open space/ garden 2000 sq. mtrs. No. of bathrooms & Toilets - 20
3.	ESIC as per the rules, if any		
4.	EPF as per the rules, if any		
5.	No. of labourers proposed to be deployed.		
6.	Service Charge		
7.	Total		
8.	Service Tax		
9.	Grand total (per month)		
10.	Grand total (per month)		

Signature with date _____

Nature _____

Seal _____

Om