

भारत सरकार  
वित्त मंत्रालय  
(राजस्व विभाग)  
केन्द्रीय नारकोटिक्स ब्यूरो  
कार्यालय उप नारकोटिक्स आयुक्त  
बी-40, मन्दिर मार्ग, महानगर  
लखनऊ - 226006



Government of India  
Ministry of Finance  
(Deptt. of Revenue)  
Central Bureau of Narcotics  
O/o the Dy. Narcotics Commissioner  
B-40, Mandir Marg, Mahanagar,  
Lucknow - 226 006

Phone 0522-2323150, 2332799 EPABX- 0522-2329616, FAX NO: 0522-2335458,

## **TENDER NOTICE**

### **OUTSOURCING OF HOUSE KEEPING SERVICES ON CONTRACT BASIS FOR THE YEAR-2018-2019**

Sealed quotations of reputed contractors are invited in the prescribed proforma from reputed service providers engaged in the business of housekeeping to provide housekeeping services in the (1) O/o the Dy. Narcotics Commissioner, Lucknow (2) Preventive & Intelligence Cell, Bareilly (3) Preventive & Intelligence Cell, Ghazipur (4) District Opium Officer, Barabanki (5) Old Opium Office Buildings / Parisar, Tilhar. (6) Old Opium Office Buildings / Parisar, Faizabad.

The tenders must have a minimum experience of two years in providing housekeeping services to Government Departments, Public Sectors 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 locations 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, V from the Superintendent (Adm) Office of the Dy. Narcotics Commissioner, Lucknow. The sealed envelope may be addressed to the Superintendent (Adm.) O/o the Dy. Narcotics Commissioner, B-40, Mandir Marg, Mahanagar, Lucknow. The inspection of the premises where housekeeping work has to be provided can be made between 10.00 a.m. to 4.00 p.m. on 09.10.2018 and on 10.10.2018 for which the tenderers may contact the superintendent (Adm.). The last date of receipt of the sealed tenders in the Office of the Dy. Narcotics Commissioner, Lucknow is 22.10.2018 at 5.00 p.m. The technical quotation and financial quotation should be submitted in two separate covers (Annexure-IV and Annexure-V) alongwith the earnest money deposit of Rs.10,000/-in form of Account Payee Demand draft drawn in favour of "The Superintendent(Ex.), Central Bureau of Narcotics, Lucknow". The tenders will be opened in the chamber of Superintendent (Adm) on the date 23.10.2018 at 11.00 a.m. The bidders or their representative may be present at the time of opening of Tenders. The tenders received after the last date and time and non-compliance of the procedures will be summarily rejected. The undersigned reserves the right to postpone and/or extend the date of receipt/opening of tender or to withdraw the same. The undersigned also reserves the right to cancel the Tender at any time without any information. The relevant information is also available in deptmental web site [www.cbn.nic.in](http://www.cbn.nic.in)

  
Superintendent(Adm), Lucknow

**ANNEXURE-I**

S.No.	Detail of Office/Building	No. of unskilled workers Approx.)
1.	Office of the Dy. Narcotics Commissioner, Lucknow	6
2.	Office of the Supdt. (Prev.) P.& I.Cell, Bareilly	3
3.	Old opium office Building/ Parisar, Tilhar	2
4.	Office of the Supdt. (Prev.) P.& I.Cell, Ghazipur	4
5.	Old opium office Building/ Parisar, Faizabad	3
6.	Office of the District Opium Officer, Barabanki	4
<b>TOTAL NO. OF WORKERS</b>		<b>22</b>

Total No. of workers 22 (Twenty Two)

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Description of Nature of work

Covered Area

Daily services:

1. Cleaning, Sweeping and wet mopping of the entire office area specified in annexure-I.
2. Furniture like table, chairs, visitor's chairs, sofas, almirahs etc., and all the electronic gadgets like computers, telephones, fax machines, photo copier machine etc., have to be dust free and dust removal has to be done daily. The doors, windows, partitions including the particle board, glass and aluminum channels in the entire office should be cleaned daily.
3. Thorough cleaning of the toilets and urinals with attached water Tanks and washbasins, by using disinfecting materials like Phenyl harpic etc., twice a day and more often if needed, and also cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets.
4. Vacuum cleaning of the systems room, all computers in the office and sofa sets should be done twice a week.
5. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of wastewater.
6. Collect all the sweepings, garbage and wasters and transport/dispose of the same to the nearest pit
7. Maintenance and up Keep of the entire office area specified above.
8. Shifting of furniture and other equipments and files whenever required.
9. Attending to electrical facilities in the office, like changing of tube lights, bulbs and such other minor repairs whenever required.
10. Conference room should be cleaned before and after every meeting organized there.
11. Artificial plants, door mats and carpets are to be cleaned daily.

Contd....2

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12. Care should be taken that the gadgets are not tampered with during the cleaning Operation.

### Weekly services

1. Removal of cobwebs in the office buildings.
2. Removal of dust accumulated on the walls, windowpanes and ventilators in the toilets.
3. Thorough washing rubbing and cleaning of corridors.
4. All name boards, wall panels, paintings etc., Should be wiped off dirt at regular intervals. All brass boards have to be polished with brass polish.

### OPEN AREA

1. The lawn has to be mowed once in a week. The lawn and the other plants in the garden are to be watered twice daily. Periodical maturing and weeding has to be done.
2. The concreted open area has to be swept daily and kept clean.

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**TERMS AND CONDITIONS**

1. Rs.1,50,000/- only ( Rs.One lakh fifty thousand) only is to be deposited as security money in the shape of F.D.R. in the favour of Dy.N.C., C.B.N., Lucknow. (Applicable for final selected tenderer/Contractor.)
2. The tenderers should quote their rate only on service charges basis and based on the number of persons to be deployed or per person basis.
3. The tenderers should mention the number of workers they would be engaging to provide the house keeping work in each of the office premises mentioned in Annexure-I.
4. The persons employed should work on six days i.e. Monday to Saturday. Weekly off will be on Sunday.
5. The working hours will be from 8.00 a.m. to 4.00p.m..
6. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniform and identity cards prominently displayed. They should have knowledge of local language and preferably Hindi also.
7. If a particular person is absent on any day another person should be deployed in his place.
8. The personnel should attend to work punctually and complete the cleaning work of the entire office premises by 9.00 a.m. daily. The personnel will perform all the duties assigned to the contractor and as specified by the Department from time to time.
9. The personnel will report to the Officer in charge assigned by the department.
10. The contractor should be registered under the ESI & Provident Fund Acts and other relevant statutory enactments for the employments of labors and for service tax.
11. The contractor should pay to their personnel a minimum wages at the prevailing rate as fixed by the Government of India, Ministry of Labour & Employment, New Delhi under Minimum wages Act. The tenders will be summarily rejected if the rates quoted do not factor in the minimum wages prescribed by the Government of India, Ministry of Employment, New Delhi in this regard.
12. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc. to the personnel as applicable to them.

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- 13. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the housekeeping agency will be in the employment of the housekeeping agency only and not of the Central bureau of Narcotics.
- 14. Mode of payment will be monthly and payments to the housekeeping contractor will be through online payment only. Tax shall be deducted at source as per the income Tax Act from the monthly bills.
- 15. The contractors shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men/women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the housekeeping personnel shall be charged to the contractor and recovered from its dues/ bills.
- 16. This office reserves the right to terminate the services of the housekeeping contractor at anytime without giving any notice whatsoever.
- 17. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the housekeeping contractor and all records maintained thereof should be available for scrutiny by this office. The housekeeping contractor shall strictly comply with the terms and conditions of the agreement which will be executed with successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract.
- 18. The contract will be in forced for a period of one year from the date of award of contract. This office reserves the right to extend the duration of the contract for a period of 12 months subject to satisfactory performance and on mutually agreed terms and conditions.
- 19. All the housekeeping materials / consumables will be supplied by the department and the rates quoted should not include the cost of the same.
- 20. Quotations received other than in the prescribed proforma and after the closing hours of the last date will be summarily rejected.
- 21. In the event of any question, Dispute / difference arising during the course of provision of the service the same shall be referred to the sole arbitration to the Dy. Narcotics Commissioner, Lucknow or his nominee.

Date:

Signature .....  
Name .....  
Contact No.....

(To be submitted in a separate sealed cover with a mention "TECHNICAL QUOTATION" at the top of the sealed cover)

ANNEXURE-IV

PROFORMA FOR SUBMISSIONN OF TECHNICAL QUOTATION FOR HOUSEKEEPING/SANITARY WORK FOR THE CENTRAL BUREAU OF NARCOTICS, UTTAR PRADESH FOR THE YEAR 2018-19.

1	Name of the Service Provider	
2	Full Address of the Service provider with Telephone No.,FAX & E-mail	
3	PAN Number(Attatch attested copy)	
4	GST No. (Attatch attested copy)	
5	E.P.F.Registration No. (Attatch attested copy)	
6	E.S.I.Registration No. (Attatch attested copy)	
7	Experience in years	
8	Number of housekeeping contract entered into during the last 3 years ending on 31.03.2018	
9	Number of housekeeping contract with Government/Public sector organization with supporting documentsIn last 3 years ending on 31.03.2018	

Date.....

Signature .....

Name .....

Contact No.....



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(To be submitted in a separate sealed cover with a mention " FINANCIAL QUOTATION" at the top of the sealed cover)

ANNEXURE-V

PROFORMA FOR SUBMISSIONN OF FINANCIAL QUOTATION FOR HOUSEKEEPING/SANITARY WORK FOR THE CENTRAL BUREAU OF NARCOTICS, UTTAR PRADESH FOR THE YEAR 2018-19.

:

1	Name of the Service Provider		
2	Address of the Service provider with Telephone No.,FAX & E-mail		
3	Service Charges per month		
4	Number of labors proposed to be deployed		

Date.....

Signature .....

Name .....

Contact No.....