

CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS)-HAJIPUR



E-TENDER FOR PROVIDING HOUSE KEEPING SERVICES AT

**CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-HAJIPUR
(Ministry of Chemicals & Fertilizers, Govt. of India)**

Office:Industrial Area,Hajipur-844102

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CIPET/E-Tender/HJP/House Keeping Services/2020-21/03

Dated:30.04.2020

Notice Inviting E-TenderCIPET/E-Tender/HJP/House Keeping Services/2020-21/03
30.04.2020

DATED

CIPET:CSTS Hajipur invites E-Tender in two Bid systems (Technical and Commercial) from registered and authorized agencies for Security services for its office campus buildings & hostel premises located at Hajipur.

S. No.	E-Tender No. & Date	Name of the Item / Work	Estimated Value(Rs)	EMD in (Rs.)	Tender Fees (Rs.)	Last Date & Time of
1.	CIPET/HJP/ HOUSE KEEPING SERVICES/2020 -21/03 DATED 30.04.2020	HOUSE KEEPING SERVICES at CIPET HAJIPUR	25,00,000/-	50,000/- (Rupees Fifty Thousand Only)	1050/-	27.05.2020 14.00 Hrs

Interested and eligible bidders may view and download detail Tender documents from CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. All Bids must be submitted through the online portal www.tenderwizard.com/CIPET. However, Bidders are also requested to submit hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents and the documents attached thereto in support of their claim, packed in an Envelope to Director & Head, CIPET:CSTS-Hajipur, Industrial Area, Hajipur on or before **27.05.2020 by 1400hrs.**

The Tender Fees & EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank in favour of "CIPET Hajipur" payable at Hajipur and shall be submitted at CIPET, Industrial Area, Hajipur-844102 on or before 27.05.2020 up to 14.00 hrs. **in a separate sealed cover written on top of the envelope as "DD related to Fee of Tender Document and EMD"**, failing which bids will be summarily rejected. However, soft copy of the Tender Fees & EMD shall also be uploaded on-line along with the Technical Bid.

Silent information about the E-Tender:

1. Mode of submission: ONLINE. No offline Tenders will be accepted. However, Bidders are required to submit the hard copy of the online uploaded Technical Bid duly signed by the Authorized person with seal on all pages of the tender documents & the documents attached thereto and DD of the Tender Fee & EMD in two separate envelop clearly mentioning on the top of the envelop as "Technical Bid" and "DD for Tender Fee & EMD" respectively, to Director & Head, CIPET: CSTS-Hajipur, Industrial Area, Hajipur.
2. Availability of Tender Documents: All Bid formats (Technical & Commercial) are available ONLINE at CIPET's e-Tender portal www.tenderwizard.com/CIPET or www.cipet.gov.in. The registered vendors can download the Bids from these websites.
3. Who can participate for this e-Tender: The registered vendors of CIPET through www.tenderwizard.com/CIPET can only participate in this tender process.
4. How to register by a vendor:
 - (a) The prospective bidders have to register with CIPET through the E-tender portal of CIPET at www.tenderwizard.com/CIPET by Online Payment of Rs. 1,500/- + Service Tax (As Applicable) to M/S. KEONICS LTD. On completion of the registration process, the bidders will be provided user ID and password. After receipt of User ID & Password, Bidders can log on at our e-Tender portal for downloading & uploading tender documents.
 - (b) Tender Document Fees of Rs. 1050/- (Inc. GST) is Payable to CIPET, Hajipur in the form of Demand Draft from any Nationalize/schedule Bank. Not drawn before the Date of Releasing of NIT.
 - c) Processing Fees is Rs. 2950/- (plus taxes) Payable Online separately to M/S. KEONICS LTD.
5. Is there any device requirement for participation in e-Tender: Yes, Bidders should have valid Class 3 Digital Signature Certificate (DSC) device for participating in e-Tender. For integrity of data and its authenticity/non-repudiation of electronic records and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC) of Class-III issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

6. Contact details for e-Tender related issue:

Name of the Service Provider: KEONICS		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Hajipur)	Mobile: 7763816416, 7542028164 Email: twhelpdesk670@gmail.com, twhelpdesk315@gmail.com	Vendor registration or any other issue regarding e-Tender Process, please contact
KEONICS's Helpdesk:	Email: cipethelpdesk@gmail.com	KEONIS as the details given in the previous Columns.

7. Bidders are hereby advised that all the documents to be submitted online are kept scanned and converted to PDF format in a separate folder on their computers before starting online submission. The schedule of rate (Excel Format) may be downloaded and rates may be filled appropriately in this format only. This file may also be saved in a separate folder on your computer.

8. While uploading/submitting the documents, it should be ensured that the file name should be the name of the document itself.

9. All pages of Tender documents with Addenda/Corrigenda (if any) must be signed with proper official stamp and date by the Bidders / or authorized power of attorney holders at the lower right hand corner.

10. Bidders are advised to visit CIPET's E-Tender portal regularly for any Addenda/Corrigenda (if any) with regard to the e- Tender for which no separate paper advertisement will not be published.

11. Last date of online submission of Tender bid is **27.05.2020 up to 14.00 Hrs.**

12. Tender Fees & EMD must be in approved mode and Duly Signed & Sealed in separate cover along with filled Technical Bid and with necessary enclosures shall be submitted in physical form (hard copy) in person/by speed post on or before 27.05.2020 @ 14.00 Hrs. at CIPET,Industrial Area, Hajipur-844102. Non receipt of which the Tenders are liable for rejection.

13. Date & Time of Technical Bid Opening: **27.05.2020 at 15.00 Hrs.**

14. Date & Time of Financial Bid Opening: Technically qualified bidders will be intimated the date & time after technical bid evaluation through the e-Tender portal.

15. **Venue for Opening Bids: CIPET:CSTS, Industrial Area, Hajipur. Ph: 06224-277424,273515.**

CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

Director & Head– CIPET, HAJIPUR

TENDER NOTICE

Subject: E-TENDER FOR SECURITY SERVICES AT CIPET:CSTS Hajipur.

CIPET:CSTS Hajipur invites E-Tenders in two bid system from registered and authorized agencies for security services for its office campus buildings & hostel premises located at and nearby Industrial Area, Hajipur – 844102(Bihar), The job specifications and scope of work along with Technical and Financial bid details are as below.

The contract period will be initially for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.

IMPORTANT DETAILS

Sr. No.	DESCRIPTION	DATE	TIME
1.	Start date/time of start of online bidding	07.05.2020	10:00 Hrs.
2.	Last date/time of submission of Online bid	27.05.2020	14.00 Hrs.
3.	Date & Time of opening technical bid	27.05.2020	14.30 Hrs.

Date of Financial Bid opening shall be intimated to the Technically Successful Bidders only.

Tender Fees-Rs.1050/- (should be submitted along with Technical bid)

EMD – Rs. 50,000/- (should be submitted along with Technical bid)

ABOUT US

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT(CSTS)-Hajipur is a training institute in the field of Plastics and its allied materials. It has Head Office at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals governed under the Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker section of the SC/ST/BC and Minority students and others including Industrialists courses for benefit of Unemployed and Underprivileged youths of Bihar.

TENDER DOCUMENT

CIPET:CENTRE FOR SKILLING AND TECHNICAL SUPPORT invites open online tender in two bid system for Security Work at CIPET Hajipur.

1. The tenderer shall quote his Name, Address, Telephone / Fax No. email etc. in the prescribed format.
2. The tenderer should give his bank details in the enclosed technical bid.
3. The tenderer should put seal and signature on all the pages of the tender document.
4. The tenderer shall submit a copy of the Online filled/uploaded Technical Bid along with the supporting documents at CIPET:CSTS-Hajipur on or before **27.05.2020** at 14:00 Hrs by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed "TECHNICAL BID FOR PROVIDING MANPOWER SERVICES AT CIPET HAJIPUR" on the top of the cover.
5. Tender documents without Tender Fees & EMD and received after the due date will be summarily rejected.
6. The tenderer should deposit the **Tender Fees @ Rs.1050/- & EMD amount of Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of Demand Draft (D.D) drawn in favour of "CIPET Hajipur" payable at Hajipur and should be deposited at CIPET:CSTS-Hajipur on or before **27.05.2020** till 1400hrs. Soft copy of the same will also be uploaded while filling of the online Tender. Non-receipt of the Tender Fee & EMD will lead to rejection of the Tender.
7. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate (inclusive for all categories) after complying with the all the Acts / provisions stated / referred to for adherence in the tender.

The Service Charge quoted by the tenderer should be practical and should not be zero or impracticable. Mere quoting the lowest rate does not entitle a Bidder for award of the Contract. If, there are two or more contractors with same rate, the award of contract shall be done according to the highest qualification marks in technical evaluation and it must be acceptable to the contractors. The decision of the Director& Head CIPET:CSTS-Hajipur will be final and acceptable to the contractor in this context.

The Director & Head, CIPET Hajipur, have discretionary right to award on the same rate parallel contract to the next eligible agency, in case, the agency with lowest rate at any stage after award of contract fails to perform successfully / satisfactorily

9. The successful tenderer has to furnish a Performance security deposit of Rs. 2,00,000/- (Rs. Four Lakhs only) and execute an agreement on the non-judicial stamp paper of Rs. 1000/- within 10 days of the receipt of the offer letter. The EMD amount can be adjusted against security deposit. Failure to furnish the security deposit within prescribed period will lead to termination of contract.
10. Small Scale Industry, MSME registered with NSIC, Local Startups as per Public Procurement Policy (PPP) for Micro & Small Enterprises (MSEs) Order 2012 issued vide Gazette Notification dated 23.03.2012 by MoMSME of Govt of India & subsequent amendment thereafter, are exempted from payment of EMD and Tender Fee. MSEs must be registered with any of the agency as mentioned in the said Gazette Notification. However, they will be required to pay the Registration Charges and Processing Fee to the M/s Keonics Ltd .
11. Incomplete tender form without all relevant documents, without having signature on the terms & condition of the Tender and efforts to conceal information will lead to rejection of the Bid.
12. The working hours shall be from 08:00AM to 04:30PM with lunch off of 30minutes. Working hour may change as per management requirement. After continuous working of 06 days workers shall be eligible for weekly rest on Sunday/on rotational basis as deemed fit by management.
13. House Keeping agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET premises and for due payments of any statutory dues payable if any e.g. contribution under E.S.I. scheme, P.F., Service Tax, minimum wages act etc. All such liabilities if any, shall be discharged by agency and if CIPET is made to pay under the written orders of any authority under laws, the amount shall be reimbursed by agency to the extent of such payments provided however, that before making any payments or exonerate itself from the liability to pay and in all such cases CIPET shall reasonably assist agency by giving agency such information and inspection of such document as it has with it in such connection.

14. CIPET:CSTS Hajipur shall pay agency contract amount as per the rate quoted in Tender for House Keeping/Safaisevak Supervisor and/or Safaisevak and the said contract amount shall be paid on or before 15th of every subsequent month. If CIPETs required posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET shall pay for the additional staff at such rate as may be mutually agreed upon between the parties or as quoted in tender. The rates payable shall be as per the rates mentioned above and no extra amount shall be payable under any other name. The responsibility towards complying with the minimum wages act, PF, ESI and Service Tax other statutory requirements stipulated by Government shall rest with the agency and CIPET shall not be held responsible for any default against the above whatsoever be the reason. There will be no extra service charges payable over the rates mentioned above.

15. The number of House Keeping person can be increased/ decreased as per requirement of CIPET Hajipur. There will not be any guarantee for the minimum number of House Keeping person for deployment.

EXPERIENCE

Agency should have minimum 02 years of experience for providing manpower in Govt./Semi Govt/PSU/Banks/Autonomous Body/Co-operative society or any other Govt. entity etc. as on the date of Floating of the Tender.

TURNOVER OF THE FIRM

Minimum turnover of the Firm should not be less than 50 Lakhs per annum in the preceding three years i.e. 2017-18, 2018-19 & 2019-20 for that they should enclose the Audited copy of the Balance Sheet duly signed by Chartered Accountant.

16. The CIPET :CSTS- Hajipur will deduct income tax on bills. Request for advance payment or payment against the Performa Invoice/Provisional Bill will not be entertained. Payment regarding reimbursement of the Bill for the monthly salary released to the staff deployed in CIPET shall only be made to the Agency within a period of 15 days on receipt of the in-order Bills enclosed with the requisite documents like:

1. Numbered Bills to be produced.
2. Proof of payment through Bank (NEFT detail) to each worker through a scheduled bank.

3. Copy of the ECR for submission of EPF&ESIC for the staff so deployed in CIPET.
4. Salary Slip to be provided to the workers so deployed.
5. Copy of the deposited GST Challan for the previous month.
17. The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on performance/satisfactory services, the contract period shall be extended for another period of 1 Year on receipt of the written request from the Agency.
18. The personnel deployed by the Agency will be the employees of the Agency for all purpose. The CIPET will not accept any responsibility whatsoever in regard to the personnel provided by the Agency. The firm shall fully indemnify CIPET, Hajipur in this respect.
19. The Agency shall ensure the payment of monthly wages to the staff through Bank only. The reimbursement of the bill shall be made as per attendance of the worker. No payment shall be reimbursement for the absentee period.
20. The contract will be awarded to the technically and financially qualified bidder initially for 1 Year. Based on the performance/satisfactory services, the same can be extended twice each time for a period of one (01) year with the consent of both the parties.
21. The contract can be terminated by giving one month notice period from either side.
22. The Agency shall be responsible to register itself and obtain a valid licenses under the contract Labour (Regulation and Abolition) Act, 1970 and rules there under, if required it must comply with and carry out all the provisions and obligations under the said Act and Rules and furnish all information to the Director General, CIPET as may be required by the Act / Rules and shall indemnify CIPET against any penalties / claims arising out of any event, accident or of any default on its part. A copy of the certificate of registration and Licenses of the agency to be verified by CIPET with Originals.
23. The CIPET:CSTS-Hajipur will not be responsible financially or otherwise for any causality / disablement / death caused to any staff of

the Agency, while providing the services under this agreement. The Agency shall obtain adequate insurance policy in respect of all his staff, engaged by him in the execution of this contract work, against all risks as may be required under any provisions of Law and to meet the liability of compensation arising out of such injury /disablement / death at work site and carry out complete obligations under the said Act/ Rules and furnish all information to Director & Head, CIPET:CSTS-Hajipur and shall indemnify CIPET-CSTS-Hajipur against any such penalties / claims out of default on its part.

24. Latest Minimum wages as notified by Labour department of State Government of Bihar from time to time shall be paid.
25. Taxes shall be paid extra by CIPET:CSTS-hajipur at prevailing rate as per Government of India.
26. TDS shall be deducted as per prevailing rate from the monthly bill.
27. All the statutory provision such as The Professional Tax, EPF & ESIC. GST etc. shall be complied by the Agency as per Government of India norms during the currency of the Agreement.
28. The Tenderer should attach copy of audited balance sheet for last three years.
29. The Agency shall have to provide facility for inspection of its office, Works and documents to the inspecting team of CIPET:CSTS-Hajipur and shall cooperate / assist in providing any other details if necessary.
30. The Agency shall provide the Identity Card to each employee. It should also arrange to provide the ESIC card with the name of the ESI associated Hospital to the deployed staff so that at the time of requirement/exigency one can avail the medical facility.
31. If the Tenderer withdraws the offer after submission of the tender or fails to deploy the required personnel after acceptance of tender, CIPET:CSTS Hajipur reserves the right to forfeit the earnest money / security deposits so deposited and terminate the contract. The contract may be terminated at any time without paying compensation whatsoever, to the agency in the case of misbehavior, disobedience, dishonesty, clandestine insolvency, court order, cancellation of license or any other related activities on its failure to fulfill the terms and conditions of the contract. The decision of the Director & Head, CIPET:CSTS Hajipur

will be final and acceptable to the contractor in this context. In the case of any dispute court of law will be within the jurisdiction of Patna/Hajipur.

32. The successful tenderer shall produce all original documents connected with the contract before commencement of execution of the work.
33. The DD for earnest money, Tender Fees, copy of Registration Certificate of Labour License Certificate, EPF and ESIC code no., GST registration and Documentary evidence regarding experience must be submitted with the tender. Service rendered at Govt./Semi Govt./ Private organizations with number of personnel provided and duration of services may be mentioned separately. This will be the part of the Technical Bid.
34. Tenderer are required to submit an Affidavit on a Non-judicial Stamp paper of Rs. 100/- that “Neither his/her agency has been Blacklisted by any Govt/Semi Govt/PSU/Co-operative Body/Banks/Pvt. Institution nor the firm has been issued with any Notice for Non-compliance of the statutory provision during the currency of the present Contract Period”.

EARNEST MONEY DEPOSIT AND SECURITY DEPOSIT

35. The earnest money deposited by the tenderer will be forfeited if,
- (a) after opening the E-Tender, the tenderer revokes his tender within the validity period or increases / alters his earlier quoted rates.
- (b) The tenderer does not commence the work within the period as provided in the letter of intent / contract.
36. The EMD will be refunded to the unsuccessful tenderers after award of work to the successful tenderer. EMD will not carry any interest.
38. EMD of successful tenderer will be converted into Security Deposit. However, successful tenderer is required to be deposit an additional amount of **Rs. 1.5 Lakhs** in the form of DD to make the **Security Deposit of Rs. 02.00 Lakhs**.
- Or
- Successful tenderer exempted from depositing the EMD is required to submit Security Deposit of **Rs. 02.00 Lakhs** in the form of DD drawn in favour of “CIPET Hajipur” payable at Hajipur.
37. Security Deposit will be taken from the successful tenderer before the commencement of work.

38. Security Deposit will not carry any interest and it will be returned to the tenderer on successful completion of the contract period. Non-compliance of the Statutory provision such as EPF/ESI etc and non-payment of full or part amount to the deployed staff may lead to forfeiture of the Security Deposit to make the deficit.
39. Service charges should not be zero or impracticable. While quoting the Commercial/Price Bid tenderer are required to submit the brief description regarding “How the agency is going to meet with their regular expenses i.e. expense on account of running the office, TDS, & others **from the quoted Service Charge**”.
40. The Director & Head, CIPET:CSTS Hajipur reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and in such case no tenderer shall have any claim arising out of the action by the CIPET:CSTS-Hajipur.
41. The number of workers can be increased/ decreased as per requirement and same will be provided by the agency within a period of 24 hours on receipt of information through Dak/E-mail or Telephonically.
42. CIPET:CSTS Hajipur reserves the right to consider/reject all or any tenders without assigning any reason/notice. The Management decision in this regard will be final in all respect and shall be binding on the tenderer.
43. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of **Hajipur** courts only.
44. Cleaning Machine/Equipments: Appropriate number of machines/equipments to be stationed as and when required at site as per requirements. List of some of the machines as follows:

Sl. No.	Description of Equipments	Quantity
01	Wet & Dry Vacuum Cleaners	01 No.
02	Single Disc Scrubbing Machine	01 No.
03	Vice-Versa Squeegee	02 No.
04	Dorsilano Backpack Vacuum	02 No.
05	Wega Trolley	03 No.
06	Manual Fliper	02 No.
07	Any other machine as per site requirement to be provided	As required

45. Precaution to be taken as under:

01	The floors to be washed by floor scrubbing machines and to be polished with appropriate Johnson Diversey/Ecolab Chemicals only. The floors with ceramic tiles/granite or marble to be polished in such a way that risk of people slipping over polished surfaces, is totally eliminated. Liquid/wax polish usage shall not be permitted.
02	No acidic cleaning agents on marble/granite/ceramic tiles/synthetic tiled surface to be used to avoid discoloration or permanent bleaching or pitting. No wire brushed or coarse grained grinding bits to be used to avoid damage of floor.
	For cleaning/maintenance of glass and laminated surface, suitable cleaning agents to be used. No coarse or a synthetic non-absorbent cloth to be used.
	All surfaces and structures made out of natural wood will be cleaned/wiped with soft cloth and a thin layer of silicon polish to be applied to preserve the natural luster.
	Disinfectant to be used daily for cleaning of the floors, toilets as well as in Cafeteria before start up of the working hours.
	Single disk machines and polishing machines, automatic scrubber-driers, cleaning agents, vacuum cleaner, steam vacuum/wet and dry vacuum cleaners to be used whenever required at Contractor's risks.
	The housekeeping staff have to be dressed properly and to be in possession of Identity Card issued by the agency and name badges during the duty hours.
	Weekly Report of the works carried out shall be submitted to the concerned CIPET Officials.

SCOPE OF WORK

The tender should ensure that the staff so deployed for maintaining the utmost hygiene condition in and around the campus area of CIPET:CSTS-Hajipur by carrying out the following work on regular basis:

1. Daily cleaning of Administration Block, Overall Building, Student & Staff Canteen, Boys & Girls Hostel, Shop floor area of Tool room and Processing, Testing department, Training and Planning Cell, Security Cabin, Electrical Room, Gym, Toilets, Bathrooms and surrounding area (inside & outside) of CIPET:CSTS-Hajipur Campus.
2. The cleaning job require, dusting, collecting wastage & garbage and ensure the proper disposal at a fixed place in the Campus or outside area of the Campus so that the hygiene condition is being maintained at all times.
3. Cleaning of the doors, windows, ceiling fans, tube lights/bulbs/CFL, switch boards and rood once in a month.
4. Daily cleaning of the wash rooms (toilets and bathrooms), places around the Drinking Water tap, Wash basin with materials such as acid, detergent, pesticides etc. and to ensure that sufficient amount of soaps/hand wash, odonil is kept in the toilets/washrooms.
5. Cleaning of the dirtiness spread by birds and animals on regular basis and cleaning of roofs, chhajjas and passages at least twice in a month.
6. Removing the bodies of the animals and birds died in the Campus area and its proper disposal/burial outside of the Campus area.
7. Periodical cleaning of the water storage tanks, overheads and ground tanks with chemicals once in a month.
8. The supervisor has to maintain a register in which he shall mention the details of the work carried out every day and take signature of the concerned section head for the work performed. For non-performance, CIPET:CSTS-Hajipur may penalize the agency by enforcing suitable penalty which shall be deducted from the payable amount.
9. In case of absence of the supervisor or sweeper/worker, the tenderer is bound to provide the replacement within two hours.
10. Supervisor/sweeper so deployed should give due regard to the employees of CIPET and should not misbehave with the staff. They may put forward their grievance through the agency/supervisor.

11. If, supervisor or any sweeper is found misbehaving with the CIPET Staff , the same will be viewed seriously and strict action will be taken against the defaulter as deemed fit
12. Absence of the supervisor or House Keeping person without any valid reason will lead to penalty of Rs. 1000/- per days + for the absent period salary of the House Keeping person.
13. The House Keeping staff shall be responsible for cleaning and minor clearing of the choked manholes, sanitary lines/septic tank line and to maintain it in functional condition at all time. However, charges/cost on cleaning of the septic tanks by cleaning tanker and other major chok in the mainline will be borne by CIPET:CSTS-Hajipur.
14. Reception floor, lobby, stair case and other public utility areas should be washed with water & detergent twice in a week.
15. The carpet to be cleaned carefully with vacuum cleaner as and when required on receipt of the instructions from CIPET:CSTS-Hajipur officials.
16. Cleaning of the furniture of the office and classrooms every day before 09.00AM.
17. Sweeping on the Roads and porches to be carried out every day in the morning.
18. Dusting and cleaning work of the outer cover of the purifiers to be taken up on alternate days.
19. Cleaning and clearing of the wastages and garbage accumulated between main road and institute wall will be carried out at least once in a week and same is to be maintained in good condition.
20. Disposal of the garbage should be done on daily basis outside of the CIPET:CSTS-Hajipur campus area. Accumulation of the waste within the campus area shall lead to penalty.
21. CIPET:CSTS-Hajipur reserve the right to deduct wages of workers from the contractor's bill for not executing cleaning work as per the terms and conditions mentioned in the document. Any order passed to this effect by the Centre Head shall be final and binding to the contractor.
22. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soap, Brush, Phenyl, room freshener, cleaning cloth, baskets, Odonil, Poocha, wiper, disinfectant/sanitizer, floor cleaner, tiles cleaner, Harpik, Hand gloves, Naphtali ball (normal/with fragrance) etc every month in advance. The prescribed materials shall be purchased by CIPET:CSTS-Hajipur and handover to the contractor/supervisor on monthly basis from stores department.

23. The contractor shall be responsible for compensating loss and damages occurred to the property of the Institute due to negligence of the workers.
24. The supervisor and House keeping staff should be in proper uniform provided by the contractor for which no extra charges shall be paid by CIPET:CSTS-Hajipur.
25. Cleaning of roof and facade to be under taken twice in a month/as and when required, whichever is earlier.
26. Mopping of the Toilet and cleaning of the front floor of the office area and corridors to be carried out continuously (as and when required)/04 to 05 times, whichever is earlier.
27. During exigencies House Keeping staff may be required to order more than the specified period/on Sundays & Holidays. For that they will be compensated accordingly.
28. Uniform with Id-card to the House Keeping staff is must.
29. Any other work as assigned by the management from time to time.

TECHNICAL BID

- Name of the Company:
- Name of the Proprietor:
- Address:

- Telephone No. / Fax No. / E-mail:
- Banker's detail (enclose copy):
- Nature of Business:
- No. of years in this Business:
- List of Customers (enclose copy):
- Latest LOI / Work Order from 3 clients (enclose copy):
- Performance certificates (enclose copy):
- PAN No (enclose copy):
- Income Tax Returns for last three years (enclose copy):
- Audited Profit & Loss Statement for Last 3 years (enclose copy):
- Audited Balance Sheet for Last 3 years (enclose copy):
- Turnover certificate from Chartered Accountant for last 3 years (enclose copy):
- GST (enclose copy):
- Labour License (enclose Copy)
- Provident Fund No (enclose copy):

- Copy of Inspection report of EPF(Not older than 2 years):
- No Court Case Declaration:
- ESIC No (enclose copy):
- Copy of Inspection report of ESIC(Not older than 2 years) :
- D.D. No, Date and amount of E.M.D & Tender Fees (enclose copy):
- Credential Documents:
(If any, enclose copies)
- Other information, if any:

Date:

Seal & Signature of the Tenderer

Annexure II

UNDERTAKING

I / We hereby declare that NONE of my / our relative(s) is / are employed in any capacity in any unit of CIPET:CSTS, Hajipur. I / We shall also intimate the name of the person(s),who is / are working with us in any capacity or is / are subsequently employed by us and who are near relative to any officials in the CIPET:CSTS-Hajipur. I / We am / are aware that any breach of this condition shall result in immediate termination of the contract / cancellation of the existing contract(s) and also forfeiting of my/our security deposit.

(”Near Relative means Wife / Husband / Parents / Grand Parents / Children / Grand Children / Brothers / Sisters / Uncles / Aunts / Cousins and their corresponding in-laws)

Place:.....

Seal & signature of Bidder

Date.....

Name:.....

Address:.....

.....

.....

FINANCIAL BID

Sl.No	Particulars	No. of Persons
1.	House Keeping Staff	12
	Service Charges in percentage (words)	
	Service Charges in percentage (words)	

* The number of workers can be increased/ decreased as per requirement.

* Latest Minimum wages as notified by State Government from time to time shall be paid.

Date:

Name:

Address:

Seal & Signature of the
Tenderer
