

**CENTRAL INSTITUTE OF PLASTICS  
ENGINEERING & TECHNOLOGY (CIPET):  
CENTRE FOR SKILLING AND TECHNICAL  
SUPPORT (CSTS), BALASORE**



**E-TENDER FOR PROVIDING  
HOUSEKEEPING SERVICES & GARDEN  
MAINTENANCE WORK**

**AT**

**CIPET: CENTRE FOR SKILLING AND TECHNICAL SUPPORT (CSTS),  
BALASORE**

**Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India**

Plot No-A, IDCO, Bampada Industrial Area, Balasore-756 056, Odisha

Phone No.: 06782-255112/113/114/115/116

Email: [apptc.balasore@cipet.gov.in](mailto:apptc.balasore@cipet.gov.in) / [apptcbls@gmail.com](mailto:apptcbls@gmail.com)

Website : [www.cipet.gov.in](http://www.cipet.gov.in)

**E-TENDER NO: CIPET/CSTS/BLS/HKS&GAR\_MAINT./2018-19/02**

**DATED:28.12.2018**

## NOTICE INVITING E-TENDER

E-Tender No.: CIPET/CSTS/BLS/HKS&GAR\_MAINT./2018-19/02

DATED 28.12.2018

**Central Institute of Plastics Engineering & Technology (CIPET): Centre For Skilling And Technical Support(CSTS), Balasore, Odisha** invites E-Tender in Two(02) Bid systems (Technical and Commercial) from registered and authorized agencies for **“HOUSEKEEPING SERVICES AND GARDEN MAINTENANCE WORK”** for its Office campus Buildings & Hostel Premises located at Balasore.

Sl. No.	E-Tender No. & Date	Name of the Item / Work	EMD (in Rs.)	Tender Fees (in Rs.)	Last Date & Time of online Bid submission
1.	CIPET/CSTS/BLS/HKS&GAR_MAINT./2018-19/02 DATED 28.12.2018	Housekeeping Services & Garden Maintenance Work at CIPET-CSTS, Balasore	50,000/- (Rupees Fifty Thousand Only)	Rs. 2500/- + 18% GST	21.01.2019 14.00 Hrs

Interested eligible bidders may view and download the detailed tender documents from CIPET's E-Tender Portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET) or [www.cipet.gov.in](http://www.cipet.gov.in). All Bids must be submitted through the online portal [www.tenderwizard.com/CIPET](http://www.tenderwizard.com/CIPET). **However, Bidders are also requested to submit a hard copy of the online Technical Bid duly sealed and signed to “The Principal Director & Head, CIPET:CSTS, Balasore, Plot No-A, IDCO, Bampada Industrial Area, Balasore-756 056, Odisha” on 21.01.2019 @ 14.00 Hrs.**

The Tender Fees and EMD will be accepted in the form of Demand Draft/Banker's Cheque drawn on any Indian Nationalized Bank favouring **“CIPET:CSTS” payable at Balasore** and shall be submitted at **“CIPET:CSTS, Plot No-A, IDCO, Bampada Industrial Area, Balasore-756056, Odisha”** as specified on or before **21.01.2019 upto 14.00 Hrs.** in separate sealed cover failing which bids will be summarily rejected. However, a soft copy of the Tender Fee and EMD shall also be uploaded along with the Technical Bids to be submitted online.

### Silent Information about the E-Tender:

1. Mode of submission: ONLINE and Offline Tenders will be accepted.
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/- + 18% GST 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 Documents Fees of Rs. 2500/- + 18% GST is Payable to **CIPET:CSTS, Balasore** in the form of Demand Draft from any Nationalized Bank not drawn before the Date of Releasing of NIT.
  - c) Processing Fees is Rs. 1,400/- + 18% GST 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: <b>M/S. KEONICS LTD.</b>		
Contact Person	Telephone/E-mail	Remarks
Local Representative of KEONICS (Bhubaneswar)	Mobile: 7377708585 / 9776823641 Email: twhelpdesk404@gmail.com / twhelpdesk887@gmail.com	Vendor registration or any other issue regarding E-Tender Process, please contact
Mr. Sanjeeb Mohapatra	Email: cipethelpdesk@gmail.com	KEONICS as per 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: **21.01.2019 upto 14.00 Hrs.**
12. **EMD and Tender Fees 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 21.01.2019 @ 14.00 Hrs. at CIPET:CSTS, Plot No-A, IDCO, Bampada Industrial Area, Balasore-756 056, Odisha. Non receipt of which, the Tenders are liable for rejection.**
13. Date & Time of Technical Bid Opening: **21.01.2019 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 of Bids: CIPET:CSTS, Plot No-A, IDCO, Bampada Industrial Area, Balasore-756 056, Odisha Ph: 06782-255112/113/114/115/116. Mobile No.:8984001021 / 7978369907**
16. CIPET reserves the absolute right to accept/reject any or all bids at any stage of the tender process without assigning any reason whatsoever.

**Principal Director & Head  
CIPET:CSTS, Balasore**

## **TENDER NOTICE**

**Subject: E-Tender For Housekeeping Services & Garden Maintenance Works at CIPET:CSTS, Balasore.**

CIPET:CSTS, Balasore invites E-Tender in two(02) bid system from registered and authorized agencies for “**Housekeeping Services and Garden Maintenance Work**” for its Office campus Buildings & Hostel premises located at Plot No-A, IDCO, Bampada Industrial Area, Balasore-756056, Odisha, 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 DATES**

<b>Sr. No.</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>TIME</b>
1.	Start date/time of start of online bidding	28.12.2018	10:00 Hrs.
2.	Last date/time of submission of Online bid	21.01.2019	14.00 Hrs.
3.	Date & Time of opening technical bid	21.01.2019	15.00 Hrs.

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

Tender Fees – Rs. 2500/- + 18% GST (should be submitted along with Technical bid)

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

## **ABOUT CIPET-CSTS, BALASORE**

**CIPET: Centre for Skilling and Technical Support (CSTS), Balasore** is a training institute in the field of Plastics and its allied materials. It's Head Office is located at Chennai and it is under the administrative control of Department of Chemicals and Petrochemicals, Ministry of Chemicals and Fertilizers, Govt. of India. It offers various Long Term courses and Skill Development short term courses to the weaker sections of the SC/ST/OBC and Minority students and others including courses for benefit of Unemployed and Underprivileged youths of Odisha.

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## **TENDER DOCUMENT**

CIPET: CSTS, Balasore invites open online tender in two bid system for “**Housekeeping Services and Garden Maintenance Works**” at CIPET:CSTS, Balasore.

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 the prescribed tender document on or before 21.01.2019 at 14:00 Hrs. at CIPET:CSTS, Balasore in a sealed cover by Regd. Post / Speed Post/ Courier / Hand Delivery superscribed “**TENDER DOCUMENT FOR HOUSEKEEPING SERVICES & GARDEN MAINTENANCE WORKS**” AT CIPET:CSTS, BALASORE” on the top of the cover.
5. The tender documents along with an EMD amount of **Rs. 50,000/- (Rupees Fifty Thousand Only)** shall be paid in the form of Demand Draft (D.D) drawn in favor of “CIPET:CSTS” payable at Balasore.
6. 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. In case two or more agencies are found to have quoted the same rates, the **Principal Director & Head, CIPET:CSTS, Balasore** shall decide about the Agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. Such decision by the authority shall be final.  
  
**The Principal Director & Head, CIPET:CSTS, Balasore**, 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
7. The successful tenderer has to furnish a Performance Security Deposit of **Rs. 1,00,000/- (Rs. One Lakh 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.
8. Housekeeping and Garden Maintenance agency shall be responsible for the compliance of all legal provisions connected with the employment of the staff posted at CIPET:CSTS, Balasore premises and for due payments of any statutory dues payable if any e.g. on contribution under E.S.I. scheme, P.F., GST, Minimum Wages Act etc. All such liabilities if any, shall be discharged by the agency, which is to be paid under the written orders of any authority under laws, and any amount paid by CIPET:CSTS, Balasore shall be reimbursed by the 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:CSTS, Balasore shall reasonably assist agency by giving agency such information and inspection of such document as it has, in such connection,. with it.

9. CIPET:CSTS, Balasore shall pay agency contract amount as per the rate quoted in Tender for Housekeeping Supervisory and/or Cleaner and Maintenance of Garden for the said contract and the amount shall be paid on or before 15<sup>th</sup> of every subsequent month. If CIPET:CSTS, Balasore requires posting any staff in excess of the minimum stated as above or doing overtime work, then CIPET:CSTS, Balasore 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 GST & other statutory requirements stipulated by Government shall rest with the agency and CIPET:CSTS, Balasore 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.
10. The number of workers can be increased/ decreased as per requirement of CIPET:CSTS, Balasore.
11. The contract will be awarded to the technically and financially qualified bidder initially for 01(one) Year. Based on performance/satisfactory services, the contract shall be extended for One more year.
12. The contract can be terminated by giving one month notice period from either side.
13. Tender documents without EMD, tender fees received after the due date will be summarily rejected.
14. Latest Minimum wages as notified by State Government of Odisha from time to time shall be paid.
15. Taxes shall be paid extra by CIPET:CSTS, Balasore at prevailing rate as per Government norms.
16. Taxes shall be deducted as per prevailing rate from the monthly bill.
17. The Professional Tax, EPF & ESIC shall be paid as per Government of Odisha norms.
18. Service charges should be not less than 2 (two) %.
19. The number of workers can be increased/ decreased as per requirement.
20. CIPET:CSTS, Balasore 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.
21. Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of **Balasore** courts only.

**22. Precautions to be taken as under:**

1.	The floors to be washed by floor scrubbing machines and to be polished appropriately by 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.
2.	No acidic cleansing 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 permanent scratches appearing on the floor surfaces.
	- For cleaning/ maintenance of glass and laminated surfaces, 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 with soft cloth and a thin layer of silicon polish to be applied to preserve the natural luster.
	- Both the canteens & toilets disinfecting treatment to be done daily before Office hours.
	- Single disk machines and polishing machines, automatic scrubber-driers, cleaning agents, vacuum sweepers, steam vacuum/ wet and dry vacuum cleaners to be used whenever required at contractor's risks.
	- The housekeeping staff have to be in a smart uniform supported by identity cards and name badges during duty hours.
	- Weekly report of the works carried out shall be submitted to the concerned CIPET Official.

## **SCOPE OF WORK**

1. Cleaning of Administration Block, Overall Building, Students & Staff Canteen, Boys & Girls Hostel, Shop floor area at Tool Room and Processing, Testing department, Training and Planning cell, Security Cabin, Electrical Room, Toilets, Bathrooms and every area in CIPET:CSTS, Balasore campus from inside and outside.
2. The cleaning job require, dusting, collecting wastage & garbage and dispose of it at a fixed place in the campus or outside the campus. Cleaning of doors, floors, windows, ceiling fans, tube lights/bulbs, switch boards and roofs once in a month.
3. Cleaning of wash rooms (toilets and bath rooms), water drinking places and wash basins with material such as acid, detergent, pesticides etc. and keeping soaps, odonil in the toilets as per requirement.
4. Cleaning the dirtiness spreaded by birds and animals on regular basis and cleaning the roofs, chajjas and passages atleast twice a month.
5. Removing and disposing outside, the bodies of animals and birds etc died in the campus.
6. Cleaning the water storage tanks - overheads and grounds tank with chemicals once in a month.
7. 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 work performance. CIPET:CSTS, Balasore may penalise by enforcing suitable penalty which shall be deducted from the payable amount, in case the workers are not performing satisfactory.
8. In case of absence of the supervisor or the sweeper/worker, the tenderer has to provide replacement in two hours.
9. In case if the supervisor or any worker/sweeper is found misbehaving with the CIPET Staff, the same shall be viewed strictly and strict action will be taken against him.
10. Immediate alternative arrangements shall be done for absence of any Housekeeping/Garden persons.
11. The cleaning workers shall be responsible for cleaning and clearing the choked manholes, sanitary lines and septic tank and maintain it's functional at all times. However in case, cleaning tanker is required to clean the septic tanks, the actual charges shall be borne by CIPET:CSTS, Balasore.
12. The cleaning workers shall wash the reception floors, lobby, stair case, and other public utility areas twice in a week.
13. The cleaning workers shall carefully clean the carpets with vaccum cleaner as and when required on receipt of instructions from CIPET:CSTS, Balasore officials.
14. Cleaning of the furniture of office and classrooms every day before 9.00 AM.
15. Cleaning of the Roads and porches every day in the morning.

16. Cleaning of water purifiers on alternate days.
17. The cleaning workers shall clean the wastage and garbage accumulated between main road and institute wall at least once in a week and maintain it in good condition.
18. The cleaning worker should ensure that the collected garbage should be thrown out of CIPET:CSTS, Balasore campus on daily basis. Accumulation of waste by housekeeping staff shall lead to penalty.
19. CIPET:CSTS, Balasore reserves 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 this document. Any order passed to this effect by the centre head shall be final and binding on the contractor.
20. The contractor shall request for the materials required for cleaning such as brooms, detergent, soap, liquid soaps, Brush, Phenyle, Room Freshener, Cleaning cloth, baskets, Odonil, Poocha etc. every month in advance. The prescribed material shall be purchased by CIPET:CSTS, Balasore and handover the same to the Contractor/Supervisor on monthly basis from stores department.
21. The contractor shall be responsible for compensating loss and damage occurred to the property of the Institute due to negligence of the workers.
22. The payment of contractor shall be paid on monthly basis as per the attendance of the workers. The bill should not include the period of absence of the workers.
23. The Supervisor and Cleaning workers should be in proper uniform provided by the contractor for which no extra charge shall be paid by CIPET:CSTS, Balasore.
24. Cleaning of roof and facade cleaning.
25. Mopping of Toilet and cleaning of front office area 3 times in 1<sup>st</sup> staff & 3 time in 2<sup>nd</sup> half.
26. Uniform with I-card to all genitor is must.
27. Any other work as assigned by the management.
28. The maintenance of lawn includes, weeding, trimming and pruning of grass by mowing with grass cutting machines, top dressing, using of manure, fertilizers, spraying of insecticides, pesticides, fungicides, weedicides, sweeping and watering etc and patch work by planting the dob grass where dead.
29. The maintenance of trees, shrubs and creepers include the maintenance of all trees, shrubs and creepers by their manuring, watering hoeing, pruning and trimming, replacement of old dead one by new one and to ensure enough supply of air and water. Circular kiaries around the tree trunk are to be prepared. The creepers across wall are to be provided, supported by rope and other trees and shrubs by bamboo sticks as required.
30. The maintenance of hedges includes their watering, hoeing of channels, pruning and trimming and replacing old and dead plants by planting the new saplings/cuttings dead/uprooted plants etc.
31. The curb stones along with roads and decorable pots in the campus shall be washed at least once a month.

32. The Potted Plants are to be maintained at least at the present level of maintenance around the building.
33. For having one estimate of the work involved, the interested parties should visit the building on any working day i.e., **Monday to Friday from 09.00 A.M to 05.30 P.M** to know the amount of work involved, before submitting their bids.

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## **TECHNICAL BID**

1. Name of the Company :
2. Name of the Proprietor :
3. Address :
4. Telephone No. / Fax No. / E-mail :
5. Banker's detail (enclose copy) :
6. Nature of Business :
7. No. of years in this Business :
8. List of Customers (enclose copy) :
9. Latest LOI / Work Order from 3 clients (enclose copy) :
10. Performance certificates (enclose copy) :
11. PAN No (enclose copy) :
12. Income Tax Returns for last three years (enclose copy) :
13. Audited Profit & Loss Statement for Last 3 years (enclose copy) :
14. Audited Balance Sheet for Last 3 years (enclose copy) :
15. Turnover certificate from Chartered Accountant for last 3 years (enclose copy) :
16. GST (enclose copy) :
17. Provident Fund No (enclose copy) :
18. Copy of Inspection report of EPF(Not older than 2 years) :
19. Court Case Declaration :
20. ESIC No (enclose copy) :
21. Copy of Inspection report of ESIC(Not older than 2 years) :
22. D.D. No, Date and amount of E.M.D (enclose copy) :
23. Credential Documents : (If any, enclose copies) :
24. Other information, if any :

Date:

Seal & Signature of the Tenderer

**FINANCIAL BID**

Sl. No	Particulars	No. of Persons
1	Housekeeping & Garden Supervisor	01
2	Cleaning Workers /Cleaners at CIPET:CSTS, Balasore	Male - 09
		Female - 03
3	Gardener & Labour	03
4.	<b>SERVICE CHARGES (in %)</b>	

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

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

Name:

Address:

Date:

Seal & Signature of the Tenderer

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