



भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

Patna Branch Office, Patliputra Industrial Estate, Patna 800013
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MANAKSANSTHA

Invites

TENDER DOCUMENT

FOR HIRING SWEEPING SERVICES

Sealed tenders are invited under two-bid system for hiring of Sweeping and Cleaning Services at BIS Patna Branch Office.

Notes:

1. The quotations in Sealed Cover-I containing "Technical Bid and Sealed Cover-II containing "Financial Bid" which should be placed in another sealed cover superscribed "Quotation for Hiring of Sweeping Services" should reach the Section Officer, Patna Branch Office, Bureau of Indian standards, Patliputra Industrial Estate, Patna (Bihar) latest by **1500 hrs. on 28th May 2009.**
2. Technical Bid will be opened on the same day at 1530 hrs. in presence of such bidders or their duly authorized representatives as may be present. Financial Bid of the eligible bidders will be opened on 29.05.2009. As a token of acceptance of all the terms & conditions mentioned in this document, the bidders are required to sign all pages of this document and return the same along with their bid. The unsigned document will be rejected by the Bureau of Indian Standards.
3. The detailed terms and condition and format for applying technical bid and financial bid can be had from the office of this Bureau on any working day (Monday-Friday) from 1000 hrs. to 1700 hrs.
4. The Bureau reserves right to accept or reject summarily any or all quotations, whole or in part without assigning any reasons whatsoever.

Director & Head (Patna Branch Office)

(Rs. 100.00)

BID DOCUMENT FORM FOR CLEANING & SWEEPING SERVICES

(In a sealed cover separately)

- a) Name of the Organization: _____
- b) Registered Address _____

- c) Registration No of the Firm _____
- d) PAN No. of the firm _____
- e) Labour Licence No. _____
- f) ESI Licence No _____
- h) EPF Licence No. _____
- i) Credential Certificate
three nos a) _____
 b) _____
 c) _____
- j) Telephone Nos : _____
- k) Mobile Nos : _____
- l) Previously given
services to BIS, PBO Patna
mention period : From _____ to _____
- m) Reason for service withdrawn :

Place:

Date:

Signature

Designation:

Seal :

FINANCIAL BID DOCUMENT FORM FOR
Cleaning & Sweeping Services
(In a sealed cover separately)

Rate of Sweeping and Cleaning for two persons on yearly contract basis without equipment and cleaning materials

Rs. _____ (per month) (Rupees

(in words)

Rate of Sweeping and Cleaning for two persons on yearly contract basis with equipment and cleaning materials

Rs. _____ (per month) (Rupees

(in words)

Place :

Date:

Signature
Name
Designation
Seal:
Seal

**TERMS AND CONDITION TO MAINTAIN CLEAN AMBIENCE
OF OFFICE & LAB PREMISES OF BIS,PATNA BRANCH
OFFICE, PATNA-13**

I) Description of Services

1. a) Cleaning & Sweeping of inside of Office & Lab premises including the toilets , portico & passages.
- b) Cleaning of spider webs
- c) Dusting as may be necessary
- d) Any other work as assigned from time to time
- 2) Duration of services will be of eight hours on each working Day with timings 0800 hrs to 1630 hours. The office working Five days a week from Monday to Friday.
- 3) The above arrangement of deployment of the Sweeping Personnel is without prejudice to the right of BIS to deploy the cleaning personnel in any other manner considered to be more suitable in the interest of the Bureau.
- 4) That a local representative of contractor shall be the in-charge of the cleaning and sweeping services and shall be responsible of the efficient rendering of the services under contract. While working at the premises of BIS Patna Branch Office they shall work under directive and guidance of Director and Head, BIS, Patna Branch Office, and will be answerable to the Bureau. This will,, however, not diminish in any way, the contractor's responsibility under the contract to the Bureau.
- 5) That BIS Patna Branch Office will be visited by the local representative of the contractor daily once in-a-week by the Contractor's head office field staff. During the weekly visit Contractor's representative will also see the office dealing with service under the contract for mutual feed back

regarding the work performed by his personnel and removal of deficiencies if any, observed in their working.

- 6) That in case of any thefts or pilferage, loss or other offences by the person engaged in cleaning and sweeping, the Contractor will investigate and submit a report to the Bureau and maintain liaison with the Police FIR will lodged by the Bureau, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility be pinpointed.
- 7) That in the even of personnel being on leave absent, the contractor shall ensure suitable alternative arrangements to make up for such absence. To meet such eventualities, the contractor shall make provision for leave reserve.
- 8) That Income Tax as applicable shall be deducted from his bill unless exempted by the Income Tax Department.

II) General Conditions :

- 1) The contract will be initially for a period of 3 years from the date of commencement. The Performance will be reviewed annually. The contract may be renewed for 2 years, one year at a time at the discretion of the Bureau based on satisfactory services provided by the agency. If the Bureau is not satisfy with the agency services then the agency service can be terminated after giving 02 months notice in writing under normal circumstances.
- 2) **The Bureau reserves the right to accept or reject summarily any or all quotations, whole or in part without assigning any reasons whosoever.**
- 3) The Bureau takes no responsibility for any delay. loss or Non receipt of quotation after dispatch
- 4) The Agency must be registered with Registrar of Companies
- 5) Basic provisions will be provided by the Agency

- 6) Besides provisions provided by the agency, Bureau may Provide additional provision as per their requirement if Necessary.
- 7) Agency has to deposit an earnest money of Rs. 5000.00 along with the tender papers. The earnest money will be forfeited if the agency does not turn up to resume the service after qualifying in the tender

That Income Tax as applicable shall be deducted from his bill unless exempted by the Income Tax Department.

Date:

Signature:

Place

Name:

Designation

Seal :