



भारतीय मानक ब्यूरो
केन्द्रीय प्रयोगशाला
BUREAU OF INDIAN STANDARDS
Central Laboratory



प्लॉट नं० 20/9, साईट-IV, साहिबाबाद औद्योगिक क्षेत्र
साहिबाबाद-201010, जिला गाजियाबाद (उ० प्र०)

Plot No. 20/9, Site IV, Sahibabad Industrial Area,
Sahibabad-201010, Distt. Ghaziabad (U.P.)

दूरभाष : } 0120-2770032 फैक्स : } +0120-2776663
Phones : } 0120-2770235 Fax : }
0120-2770345 E-mail : cl@bis.org.in

संदर्भ सं. सीएल/प्रशासन/22(08-09)
विषय : सीमित निविदा सूचना – सफाई व्यवस्था कार्य

दिनांक 23 सितम्बर 2008

निम्नलिखित मंद की "आपूर्ति, संस्थापना, चालू करने, और संतोषजनक प्रदर्शन" के लिए प्रतिष्ठित विनिर्माताओं और उनके प्रत्यायित ~~अनुभववान विनिर्माताओं~~ से मुहरबंद निविदाएँ (दोहरी निविदा प्रणाली, अर्थात् तकनीकी निविदा और वित्तीय निविदा) आमंत्रित हैं।

क्र सं.	विषय
1.	सफाई व्यवस्था कार्य

तकनीकी विशिष्टियों, धरोहर राशि, निविदा जमा करने की अंतिम तिथि, निविदा खुलने की तिथि और शर्तें निम्नलिखित हैं।

- बिना कारण बताये भारतीय मानक ब्यूरो को किसी या सभी निविदा को रद्द करने अथवा स्थगित करने का अधिकार सुरक्षित है.
- धरोहर राशी के बिना, अहस्ताक्षरित अथवा अपूर्ण निविदा प्रस्तावों को अनदेखा/अस्वीकृत समझा जाएगा इस संदर्भ में कोई छूट मान्य नहीं होगी.
- निविदा प्राप्ति की अंतिम तिथि है : 14-10-2008 (1500 बजे)
- तकनीकी बोलियों का खोला जाना : 15-10-2008 (1430 बजे)

—भवदीय—


23/9/2008

अनुभाग अधिकारी (प्रशासन/योजना व कय)



भारतीय मानक ब्यूरो
केन्द्रीय प्रयोगशाला
BUREAU OF INDIAN STANDARDS
Central Laboratory



NABL ACCREDITED

प्लॉट नं. 20/9, गार्डन IV, साहिबबाद औद्योगिक क्षेत्र,
साहिबबाद-201010, बिना साहिबबाद (उ.प्र.)

Plot No. 20/9, Site IV, Sahibabad Industrial Area,
Sahibabad-201010, Distt. Ghaziabad (U.P.)

दूरभाष : } 0120-2770032 फॅक्स : } +0120-2776663
Phones : } 0120-2770235 Fax : }
0120-2770345 E-mail : cl@bis.org.in

Our Ref: CL/Admn./22 (08-09)

Date: 23 Sept.2008

Subject: Tender for House-Keeping Works.

Dear Sir(s),

1. Sealed quotation in 2 bid system for the subject work is invited from eligible Tenders/Bidders by the Bureau of Indian Standards, Central Laboratory, 20/9, Site-IV, Industrial Area Sahibabad, Distt. Ghaziabad-201010 (U.P.) on or before 14 Oct.2008 at 1500 hrs. The tender document (two bid system) is to be submitted in two separate envelopes, each sealed and clearly identified as to the envelope numbers and contents as indicated below and addressed to the Section Officer (Admn./Planning & Purchase) at the above mentioned address. Both the envelopes along with requisite EMD shall be contained in a large envelope Superscribed "Tender for House-Keeping works.
2. Both the envelopes to be filled and submitted by the bidder, i.e., **Envelope 1- Technical Bid and Envelope 2- Price Bid are enclosed herewith.**
3. The technical bids shall be opened on the next working day of submission of tenders at 1430h. Representative of the bidders may be present at the time of opening of the tender, if interested. Price Bids of only successful bidders, qualifying in the Technical Bid, shall be opened. The date and time of opening of price bids shall be intimated to all the successful bidders.

Thanking you,

Yours faithfully,

(Signature) 23/9/2008

Encl: As above

Section Officer (Admn./Planning & Purchase)

BIS CENTRAL LABORATORY

20/9. Site-IV

Sahibabad Industrial Area Sahibabad - 201010

(Ghaziabad)

Tender No. CL/Admn-228/08(08-09)

ANNUAL CONTRACT FOR HOUSE KEEPING WORK

ENVELOPE I; TECHNICAL BID

Name of the work: House Keeping Work at BIS CL 20/9, Site IV
Sahibabad Industrial Area Sahibabad Dist. Ghaziabad (UP)

CONTENTS

Technical Bid of Tender Document

1. The Tenderer/Bidder shall have at least **03** years experience in ~~the~~ **these** fields, and shall submit the self attested copies of the following documents along with the tender documents:

- a. PF Registration
- b. ESI Registration
- c. Valid Licence issued by Regional Labour Commissioner, Govt of India.
- d. Details of works of similar nature carried out in Central or State Govt Bodies/Departments, Public Sector Undertakings, in the last **3** years ending on 31 March 2008, with value of the undertaken.
- e. Proof of financial turnover achieved along with copy of balance sheet of previous ~~three~~ **three** financial years ending 31 March 2008
- f. List of on-going works with their financial value.
- g. List of arbitration cases (if any)
- h. Service Tax/PAN

2. Certificates provided for the works detailed in (d) above shall clearly indicate the scope and nature of work undertaken and the value of various components of work as executed, in order to confirm conformity to the defined similar works.

3. General Terms and Conditions of the Contract to be fulfilled by the Tenderer/Bidder are enclosed (See Annex-1).

4. Nature and Scope of Work, is given in Annex-3

5. The Successful tenderer/bidder (Contractor) shall employ the staff as under:

House -Keeping

Sl. No;	Description	No. of Personnel
1.	Supervisor	01
2.	Safai Karamcharies	10
	Total	11

This envelope shall be super scribed "Envelope No. 1 Technical Bid for Annual Contract of House Keeping WORK"

ANNEX-1

GENERAL TERMS AND CONDITIONS OF THE CONTRACT For Tender for Annual Contract for House Keeping Work

1. Validity of offer : Offer shall remain valid for 90 days from the date of opening of tender.
2. Earnest Money deposit Rs. ~~11~~1000.00 in form of crossed Demand Draft drawn in favour of Bureau of Indian Standards, Payable at Ghaziabad.
3. Security Deposit : Rs. ~~55~~5000.00 (including EMD of Rs. ~~11~~1000.00) in the form of crossed Demand Draft drawn in favour of Bureau of Indian Standards, payable at Ghaziabad (from the successful tenderers (Contractor) selected for award of contract).
4. Period of Contract Twelve months from the date of award of work. 5. Each page shall be duly signed by the tenderer/bidder as a token of their acceptance of the Technical and contractual details, scope of work, including all data to be supplied by the tenderer/bidder as specified in the tender document. The Envelope No.1 shall also contain Earnest Money Deposit as above and forwarding letter of the tenderer/bidder. The forwarding letter of the tenderer/bidder shall contain the following annexure in Support of their eligibility.
5. Annexure 2- Documents indicating a set up of the organization, partnership, proprietor-ship, Private Ltd., Public Ltd. etc.
6. In- the case of successful Tenderer/Bidder to whom the contract shall be awarded, the Earnest Money of Rs. 11000.00 deposited by him shall be adjusted against the Security Deposit of Rs. 55000.00 to be deposited by him while signing the agreement. The Earnest Money Deposit of the unsuccessful/rejected tenderers/bidders shall be Refunded to them after the finalization and award of the contract

ENVELOPE 2; PRICE BID

Name of work: House Keeping ~~Work~~ at BUREAU OF INDIAN,
STANDARDS, Central Laboratory, 20/9, Site IV,
Salibabad Industrial Area, Sahibabad,
Dist. Ghaziabad

Tender Reference : CL/Admn-22 (08-09)

CONTENTS

1. Envelope No. 2 shall contain only Price Bid of Tender Document, i.e. the copy, of schedule of rates duly filled in and signed by the tenderer/bidder. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer/bidder in this envelope, otherwise the tender shall be summarily rejected.

Schedule of Rates to be filled by the tenderer / bidder is enclosed.

This-envelope shall be super scribed "Envelope 2

Price bid for annual contract for House Keeping ~~Work~~"

SCHEDULE OF RATES

(To be enclosed with price bid in a separate cover marked "Envelope 2")

Name of the work : House Keeping work at BIS CL, 20/9,
Site IV, Industrial Area, Sahibabad, Distt.
Ghaziabad For Twelve Months.

i) House-Keeping

Sl. No.	Description	Required no. of personnel	Rate/wages per month per person in Rs.	Total wages per month in Rs.
1.	Supervisor	1		
2.	Safai Karamcharies	10		

ii) Total monthly cost of cleaning material charges including toilet soaps, naphthalene balls, toilet papers, perfumes for toilets and room freshners,

ANN EX-II
TENDER TO BE SUBMITTED ON OR BEFORE 14 October 2008 The

Section Officer (Admn/Planning & Purchase)

Bureau of Indian Standards,
Central Laboratory,
20/9, Site IV, Sahibabad Industrial Area,
Sahibabad, Distt. Ghaziabad (UP)

Dear
Sir,

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by on behalf of the Bureau of Indian Standards Central Laboratory, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the House Keeping ~~work~~ *work strictly in accordance with the contract documents.*

We also agree to submit the bill on monthly basis and accept the payment accordingly.

I/We further agree to pay and I have enclosed earnest money amounting to Rs. **11000.00** in the form of Demand Draft/Pay Order drawn in favour of Bureau of Indian Standards payable at Ghaziabad which would be adjusted against the security deposit and to all statutory deduction in force.

Yours faithfully,

Name of the partner with Seal of the Firm
Or

Name of person having Power of Attorney to sign the contract.
(Copy of the Power of Attorney to be submitted which will be compared with the original in case the tender is awarded.)

ANNEX-III

**AGREEMENT BETWEEN BUREAU OF INDIAN STANDARDS,
SAHIBABAD (U.P.) AND**

This agreement is made on between the Bureau of Indian Standards, plot No.20/9, Site-IV, Sahibabad Industrial Area, Sahibabad-201010 (Distt. Ghaziabad, (U.P.) (herein after called the Bureau as of the one part) and MIs (herein after called the contractor of the other part).

WHEREAS the Bureau is desirous of entrusting the house keeping services at its Central laboratory (CL), Sahibabad the contractor has offered to render the same at the said premises.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

- 1.This agreement is valid for the period commencing from to both days inclusive.
2. The contractor shall relieve the Bureau of the First Part of all worries about the up keep and performance of housekeeping ~~work~~ to the satisfaction of Bureau of the First Part.
3. The contractor shall render to the services to Bureau of Indian Standards, Central Laboratory, Sahibabad for its smooth running as may be required from time to time. Detailed description of activities is as follows:

House-keeping

(a) DAILY OPERATIONS:

Brooming, sweeping and washing of corridors and staircases, sweeping and mopping of toilets, bathrooms, Urinals-twice a day, spraying of deodorant in toilets and a few selected rooms, dusting and cleaning of office furniture, office and laboratory equipments including tables, chairs, side tables, racks and doors, paper trays and installations relating to office and laboratory sweeping of floors, mopping of floors-twice a day, dusting of doors, cleaning of wash-basin and mirror, cleaning of toilets seat/urinals

(with sanitariums and water) - twice a day sweeping of open space, removal of garbage therein, complete cleaning with soft brooms, removal of discarded materials, equipments lying all over to the designated places, removal of sweeping and discarded/unwanted, unuseful materials (as decided & directed by the BIS CL) and dumping by cycle rickshaw daily, outside and away from BIS CL) premises at suitable dumping area to be arranged by the contractor.

**(b) WEEKLY
OPERATIONS:**

Polishing of floors, cleaning of walls & windows panes rubbing, washing and wiping/mopping of floors, thorough cleaning of toilets (with suitable cleaning agents, wiping & cleaning of fixtures, fittings, brooming & water sprinkling in open areas, cleaning of drains, dusting of files and file racks and cleaning of walls & windows panes, polishing of staircase railings, cleaning of Venetian blinds and cobwebs on walls, cleaning of furniture, dusting of fixtures and fittings, carpet cleaning with/vacuum cleaner.

(c) MONTHLY OPERATIONS:

Dusting of room coolers/Ceiling Fans/Tube light fixture and steel almirahs, thorough cleaning of window panes/Venetian blinds and walls.

Scrubbing and washing of rooms, floors, cleaning of ductways outside the toilets, wiping/mopping of furniture, arranging of files and loose papers, special cleaning of sanitary/electricals fire fighting/building hardware etc. fitting & fixture, doors windows and thorough checking and cleaning of sewer and drainage system as and when they occur, other misc. cleaning work etc.

(d) Removal of blockages if any occurring in the drains, floor traps toilets bath rooms, rain water pipes and gutters, storm water drains, roads and sewers etc. with in BIS CL premises, preventive maintenance of the same, other misc. cleaning work.

(e) For execution of all the above jobs, the contractor shall deploy not less than one House Keeping Supervisor and ten Safai Karamacharies on full time basis at the Bureau on all working days including Saturdays and other occasional labour as and when required.

(f) The House Keeping Supervisor shall be incharge of the Safai Karamcharies and shall be responsible for the efficient rendering of the services under the contract. While working at the premises of Bureau (CL), he shall work under the directives and guidance of and be answerable to the Bureau for efficient working. This will however, not diminish, in any way, the contractor's responsibility under the contract to the Bureau.

4. The contractor will deploy well trained personnels in the respective fields of work to be performed under the contract for eight hours (excluding lunch hours) from Monday to Saturday.

5. The contractor shall not deploy or shall discontinue to deploy any person at the Bureau premises, if so desired by the Bureau, at any time without assigning any reason whatsoever. The full particulars of the personnel including their names and addresses deployed by him shall be furnished to the Bureau.

6. The contractor will provide the required services six days a week throughout the year. Holiday, if any, will be observed with prior approval of the Bureau under emergent circumstances. The services will be provided on Sundays also without extra charges if so required by the Bureau.

7. The contractor shall visit CL every week for the purpose of overseeing the work of personnels deployed by him. During the visits to Central Laboratory, he shall invariably see the officer dealing with the services under the contract awarded to him, for mutual feedback regarding the work performed by his personnels and removal of deficiencies, if any observed in their working.

8. Sweeping, garbage, grass, hey etc. generated as a result of cleanliness operations in house-keeping and horticulture work and malba generated out of repair work shall be taken out Fortnightly by contractors personnels, as a part of their routine house keeping operation and horticulture work.

9. The contractor shall ensure that any replacement of the personnel as required by the Bureau for any reason specified or otherwise shall be effective promptly by contractor without any additional cost to the Bureau. If the contractor wishes to replace any of the personnel the same shall be done with prior concurrence of the Bureau at his own cost.

10. From date of start of the contract, the contractor shall provide at his own cost reasonable good uniform and badges indicating names of the personnel deployed by him in BIS Central Laboratory and ensure that they are used by the personnel deployed and are maintained in good condition.

11. The contractor shall ensure that the personnel deployed by him maintain proper discipline and do not participate in any activity prejudicial to the interest of the Bureau/Govt. of India/any State Govt/or any union Territory.

month shall be paid by the Bureau within ten working days of the submission thereof, subject of course to the payment not being withheld for any lapses on the part of the contractor or, for any other specific reasons.

17. Income-Tax as applicable shall be deducted from the payment of bills unless exempted by Income Tax Office.

18. The amount of Rs(Rupees) per month includes all expenses of the contractor towards emoluments of the house keeping personnels, their personal requirements and uniforms and periodic inspections by the officers of the contractor, other liabilities under the various legislations and any other incidental charges.

19. The contractor shall submit every month to BIS (CL), an attested photocopy of the attendance record of the personnel for the month to which it pertains. In case of non-compliance, non performance of the services according to the terms of the contract, the Bureau shall be at liberty, to make suitable deductions from the monthly bill without prejudice to its rights under the other provisions of the contract.

20. The agreement shall be valid for a period of one year commencing from which is terminable after giving one month's notice without assigning any reason and without incurring any liability whatsoever on the part of the Bureau. However the liability of any pair arising under any other clause of the agreement shall not be prejudiced.

21. The contractor shall observe and comply with all the statutes and labour legislation in respect of the personnel deployed by him. The contractor shall indemnify the Bureau against any liability, loss; claims or proceedings whatsoever arising under any statute and labour legislation due to his failure to observe and comply with the same. The Bureau shall not be bound to entertain any claim or such claim brought under the workman's compensation Act.

22. The contract may be renewed for a further period(s) as may be mutually agreed to within the frame work of BIS rules & regulations applicable at that time. If the contract is renewed beyond one year, it shall be subject to any statutory increase in the minimum wage notified by the Govt. of U.P. w.e.f. 1st April

23. The contractor shall deposit an amount of Rs. ~~5~~5000.00 in the form of DD in favour of Bureau of Indian Standards towards Caution Money/Security Deposit. The Caution Money/Security Deposit is" refundable to the contractor with no interest at the end/termination of contract.

24. The contractor shall be fully responsible for the various items handed over to his personnels and shall be returned to the Bureau in working condition after the contract is terminated/over.

25. The contractor shall ensure that no time there is any violation or infringement of any rules and regulations of the bye laws.

26. In the event of any disputes the decision of the Head-CL shall be final and binding on the contractor.

27. The Tender document as a whole shall also be part of this agreement.

In WITNESS WHEREOF, the parties have hereunder set their hand to the agreement at Sahibabad on the day and year first above mentioned in the presence of witnesses.

FOR BUREAU OF INDIAN STANDARDS FOR CONTRACTOR

Director Incharge:

(Name of the Partner)

Witnesses