

**BUREAU OF INDIAN STANDARDS
WESTERN REGIONAL OFFICE, MANAKALAYA
E-9, ROAD NO. 8, MIDC
ANDHERI(EAST), MUMBAI-400093**

**TELEPHONE NOS - 28320552, 28327858,
28327891, 28327892**

**TENDER NOTICE FOR
ANNUAL CONTRACT FOR HOUSE KEEPING**

1. Sealed tender in two bid system for the subject works is invited from eligible Tenderers having registration for EPF, Service Tax, ESI, and with Labour Commissioner. The tenders should reach Section Officer (Administration) **upto 1400h on or before 20 July 2007**. The detailed terms and conditions are given in the Tender Document.
2. The Tender Document may be either downloaded from our website **www.bis.org.in** or may be obtained from our office at the above mentioned address on any working day i.e. Monday to Friday during 1100h – 1500h. Demand Draft towards the cost of Tender Document of Rs 100.00 shall be deposited along with the completed tender.
3. The Technical Bids shall be opened on the closing/last day for submission of tenders at 1500h or the next working day.

**TENDER DOCUMENT FOR
ANNUAL CONTRACT FOR HOUSE KEEPING**

**Name of the work: House Keeping at
Bureau of Indian Standards,
Manakalaya, E-9,
Road No.8, MIDC, Andheri (East),
Mumbai-400093**

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Technical Bid of Tender Document

1. The Tender/Bidder shall have at least 3 years experience in this field and shall submit the self attested copies of the following documents/details along with forwarding letter:
 - a) Set up of organization, partnership, proprietorship, Private Ltd., Public Ltd., etc.
 - b) PF Registration
 - c) ESI Registration
 - d) Registration with Regional Labour Commissioner
 - e) Service Tax Registration
 - f) Income Tax/ TDS
 - g) Details of works of similar nature carried out in Central or State Government Bodies/Departments, Public Sector Undertakings, in the last 3 years ending on 31 March 2007, with value of the work undertaken.
 - h) Proof of financial turnover achieved along with copy of balance sheet of previous three financial years ending 31 March 2007.
 - j) List of on-going works with their financial value
 - k) List of arbitration cases (if any)
 - l) Demand draft of Rs 5000.00 as Earnest Money Deposit
 - m) Non-refundable amount of Rs 100.00 towards cost of tender document by demand draft
2. Certificates provided for the works detailed in 1g) 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. Forwarding letter as per Annexure-2.

5. Agreement to be executed by the successful bidder alongwith Nature and Scope of Work is given in Annex-3.

6. Proforma pertaining to yes/no for the required information at Annexure-4 may be completed and submitted.

7. The Successful tenderer/bidder shall employ the staff as under:

(a) House Keeping

Sl.No.	Description	No. of Personnel
1.	Supervisor - Full time	1
2.	Safai Karamcharis - Full time	6
	Total	7

(b) Electrician and Plumber

Sl.No.	Description	No. of Personnel
1.	Electrician - Full time	1
2.	Plumber - Full time	1
	Total	2

(b) Canteen Cook and Canteen Helper

Sl.No.	Description	No. of Personnel
1.	Canteen Cook - Full time	1
2.	Canteen Helper - Full time	1
	Total	2

This envelope shall be superscribed "Envelope No.1 Technical Bid for Annual Contract for House Keeping

ANNEX-1

GENERAL TERMS AND CONDITIONS OF THE CONTRACT FOR ANNUAL CONTRACT FOR HOUSE KEEPING

1. Validity of offer : Offer shall remain valid for 90 days from the date of opening of tender.
2. Earnest Money Deposit : Rs 5000.00 in form of crossed Demand Draft drawn in favour of "Bureau of Indian Standards" payable at Mumbai.
3. Security Deposit : 10% of the value of the contract amount.
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 otherwise tender is likely to be rejected.
6. In the case of successful Tenderer/Bidder to whom the contract shall be awarded, the Earnest Money of Rs 5000.00 deposited by him shall be adjusted against the Security Deposit 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.
7. No interest shall be paid on Earnest Money Deposit.
8. The interested tenderers/bidders are advised to visit the site of work so as to be familiarized with site condition before quoting the rates or may obtain any information about the subject work from the Section Officer (Administration), BIS, Mumbai, on any working day during office hours.
9. Canvassing in any form shall entail disqualification/rejection of tender/bid.
10. BIS reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever, or increase or decrease of quantities of any item of work and the successful tenderer/bidder shall perform the same at the rate quoted.
11. In case of any dispute, the decision of Deputy Director General of Western Regional Office, Mumbai shall be final.

12. Required document shall be strictly submitted as prescribed. Original documents may be required for verification of the claims at a later date.
13. Price bid of the tenderer/bidder, who do not qualify in technical bid, shall not be opened.
14. Successful tenderer/bidder shall be required to sign the contract agreement in the Proforma (Annex-3) given in this tender within a period of 15 days of receipt by him of notification of award of work.

ENVELOPE-2 PRICE BID

Name of work : House keeping at
BUREAU OF INDIAN STANDARDS
Manakalaya, E-9, Road No.8, MIDC, Andheri(E),
Mumbai-400093

Tender Refererence: WRO/Admn/2:5:6(Maint)

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

This envelope shall be superscribed "Envelope 2 - Price Bid for Annual contract for House Keeping".

SCHEDULE OF RATES

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

Name of work : 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 - Full time	1		
2.	Safai Karamcharis - Full time	6		
4.	Additional manpower if required by BIS	Per person	Per day Rs	
5.	Electrician – Full time	1		
6.	Plumber – Full time	1		
7.	Canteen Cook – Full time	1		
8.	Canteen Helper – Full time	1		
	TOTAL	11		

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

iii) Any other charges, i.e. Taxes etc.

Name and signature of Authorised person with Seal of the Firm

ANNEXURE-2

**TENDER TO BE SUBMITTED ON OR BEFORE
20 July 2007 at 1400h**

The Section Officer (Admn),
Bureau of Indian Standards,
Western Regional Office,
Manakalaya, E-9, Road No.8,
MIDC, Andheri(East),
Mumbai-400093.

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, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to undertake the House Keeping Work, strictly in accordance with the contract documents.

- a) Technical Bid -- Sealed Cover No. 1
- b) Financial Bid -- Sealed Cover No.2

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 5000.00 in the form of Demand Draft alongwith cost of tender of Rs 100.00 drawn in favour of Bureau of Indian Standards payable at Mumbai which would be adjusted against the security deposit and to all statutory deduction in force.

Thanking you,

Yours faithfully,

Name and signature of Authorised person with Seal of the Firm

ANNEX-3

AGREEMENT BETWEEN BUREAU OF INDIAN STANDARDS, MUMBAI

AND

This agreement is made on ----- between the Bureau of Indian Standards, Manakalaya, E-9, Road No.8, MIDC, Andheri (E), Mumbai-400093 (herein after called the Bureau, as of the one part) and M/s ----- (herein after called the contractor of the other part).

WHEREAS the Bureau is desirous of entrusting the house keeping services at its office premises at Andheri (E), 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 services to the Bureau of Indian Standards, Mumbai for its smooth running as may be required from time to time. Detailed description of activities is as follows:

(a) **HOUSE KEEPING**

(i) **DAILY OPERATIONS:**

Sweeping, washing of corridors, staircases, and open spaces, sweeping and mopping of toilets, bathrooms, urinals, spraying of deodorant in toilets and a few selected rooms twice in a day and dusting and cleaning of office furniture, office and laboratory equipments including tables, chairs, side tables, racks and doors, paper trays, telephone instruments and installations relating to office and laboratory, sweeping of floors, mopping of floors once in a day, cleaning of wash basin and mirrors, cleaning of toilets seat/urinals with sanitary and water and removal of garbage therein, complete cleaning with soft brooms, removal of discarded material, equipments lying all over to the designated places, removal of sweeping and discarded/unwanted, un-useful materials (as decided and directed by BIS) and dumping daily outside and away from BIS premises at suitable dumping area to be arranged by the contractor.

(ii) **MONTHLY OPERATIONS:**

Dusting of room coolers/Ceiling fans/tube light fixture and steel almirahs, thorough cleaning of window panes/Venetian blinds and removal of cobwebs of the entire building and walls and carpet cleaning.

Scrubbing and washing of rooms, floors, cleaning of duct-ways outside the toilets, wiping/mopping of furniture, arranging of files and loose papers, special cleaning of sanitary/electrical 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.

(iii) Removal of blockages if any occurring in the drains, floor traps, toilet bath rooms, rain water pipes and gutters, storm water drains, roads and sewer etc. within BIS premises, preventive maintenance of the same, other misc. cleaning work.

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

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

(b) ELECTRICIAN AND PLUMBER

(i) MAINTENANCE OF ELECTRICAL INSTALLATIONS

One skilled electrician shall be posted at our Andheri Office from 0930 hrs to 1800 hrs on all working days and if necessary, on holidays also. Any additional help required, shall be arranged by the contractor, as per requirement.

The work involves maintenance of all existing electrical installations at our office premises at Andheri and residential flats at JVPD Scheme (10 flats), Apna Ghar CHS Ltd, Lokhandwala Complex (4 flats), Tilak Nagar, Chembur (10 flats), MHADA, Powai (6 flats) and Shrusti Complex, Mira Road (8 flats) such as control panel, distribution boards, different electrical points, fans, tube lights, water pumping room, motor and control units etc.

The maintenance work will involve alteration/replacement of part/

component/assembly in the existing installation by material supplied by BIS.

The maintenance work at the residential premises shall be carried out as and when required without affecting the maintenance work at the office.

(ii) CIVIL WORK

One skilled plumber shall be posted at our Andheri Office from 0930 hrs to 1800 hrs on all working days and if necessary, on holidays also. Any additional help is required, shall be arranged by the contractor, as per requirement.

The work involves maintenance job at our office premises at Andheri and residential flats at JVPD Scheme (10 flats), Apna Ghar CHS Ltd, Lokhandwala complex (4 flats), Tilak Nagar, Chembur (10 flats), MHADA, Powai (6 flats) and Shrusti Complex, Mira Road (8 flats) such as maintenance of water tank, water pipe lines, drainage lines, toilet and washbasins, urinals, W/C, flushing tanks and flush lines, alteration of components, rectification of minor leakage etc.

The maintenance work at the residential premises shall be carried out as and when required without affecting the maintenance work at the office.

(c) CANTEEN COOK AND CANTEEN HELPER

One skilled Cook and Helper shall be posted at our Andheri Office on full time on all working days and if necessary, on holidays also.

There are approximately 150 employees at BIS Office, Mumbai, for whom food items are to be prepared by the Cook, based on the menu given by BIS, as per below:

Morning Breakfast, Lunch and Evening Snacks

There are official meetings for which lunch is required in buffet style. The Cook shall prepare the same as per the menu given by BIS.

Canteen Helper is required to assist the Cook for preparation of food items, washing of utensils and any other work in the canteen as assigned by BIS.

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

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.
6. The contractor will provide the required service five 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 closed days also without extra charges if so required by the Bureau.
7. The contractor shall visit every week for the purpose of overseeing the work of personnel deployed by him. During the visits to Bureau, 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 personnel and removal of deficiencies, if any observed in their working.
8. The contractor shall ensure that any replacement of personnel as required by the Bureau for any reason specified or otherwise shall be effective promptly by the 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.
9. From date of start of contract, the contractor shall provide at his own cost reasonable good uniform and badges indicating names of the personnel deployed by him in Bureau and ensure that they are used by the personnel deployed and are maintained in good condition.
10. 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.
11. The day-to-day functioning of the services shall be carried out in accordance with the instructions of the Bureau. However, proposals for efficient functioning of the House Keeping, shall be discussed, considered and implemented from time to time by the contractor after approval of the same by the Bureau.
12. The contractor shall be solely responsible for enforcement of provisions of various labour and industrial laws as per minimum wages act such as minimum wages and allowances, compensation, uniform, D.A., P.F., EPF, Bonus, Gratuity, ESI compensation, Insurance, relating to personnels employed by him or to any accident caused to them and the Bureau shall not be liable to bear any expenses in this regard. The contractor shall make payment of minimum wages including DA to workers engaged by him on or before 7th of every succeeding month irrespective of delay in settlement of his bill by the Bureau for whatsoever reasons.

13. In the event of personnel being absent or on leave, the contractor shall ensure suitable alternate arrangement to make up for such absence. To avoid dislocation of work due to frequent absence of personnel, the contractor shall make provision for leave reserve. However, deduction at proportionate rates per day for each absence shall be made from the monthly bill submitted by the contractor if substitute is not provided.

14. The contractor shall ensure that no damage or loss to any property of Bureau caused by his personnel intentionally or otherwise. In case of any damage or loss caused by his workers of whatever reason, the Bureau shall be within its right to deduct an appropriate amount from the payment due to the contractor to make good the loss to the Bureau. In case of frequent lapses on the part of the personnel deployed by contractor, the Bureau shall be within its right to terminate the contract forthwith or take any other action as deemed fit without assigning any reason whatsoever.

15. For the above services the Bureau agrees to pay to the contractor Rs.....(Rupees) per month. Payment shall be made by the Bureau within ten working days of the submission of the bill for the services rendered in the previous month, subject of course to the payment not being withheld for any lapses on the part of the contractor or for any other specific reasons.

16. Taxes, as applicable, shall be deducted from the payment of bills unless exempted by concerned authorities.

17. The amount of Rs (Rupees) per month includes all expenses of the contractor towards emoluments of the house keeping personnel, 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.

18. The agreement shall be valid for a period of one year from the date of contract 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 party arising under any other clause of the agreement shall not be prejudiced.

19. The contractor shall observe and comply with all the statues 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.

20. The contract may be renewed for a further period(s) as may be mutually agreed to within the frame work of BIS Rules and Regulations applicable at that time. If the contract is renewed beyond one year, it shall be subject to any statutory increase in the minimum wages notified by the Government of Maharashtra.
21. The contractor shall deposit an amount equal to 10% of the contract value in the form of DD in favour of Bureau of Indian Standards, Mumbai towards Security Deposit. The Security Deposit is refundable to the contractor with no interest at the end/termination of contract.
22. The contractor shall be fully responsible for the various items handed over to his personnel and shall be returned to the Bureau in working condition after the contract is terminated/over.
23. The contractor shall ensure that at no time there is any violation or infringement of any terms and conditions of the contract.
24. In the event of any disputes the decision of the Deputy Director General (West) shall be final and binding on the contractor.
25. The Tender Document as a whole shall also be part of this agreement.
26. Jurisdiction, Mumbai Courts.

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

FOR BUREAU OF INDIAN STANDARDS

FOR CONTRACTOR

Deputy Director General (W)

(Name of the partner)

Witnesses

PROFORMA OF COMPLIANCE FOR THE REQUIREMENT OF TENDER

SL.NO.	DESCRIPTION OF REQUIREMENT	YES	NO
1.	Set up of Organisation, partnership, proprietorship, Private Ltd., Public Ltd etc		
2.	The firm is registered with the Regional Labour Commissioner proof enclosed		
3.	Registration Certificate of Provident Fund Commissioner – enclosed		
4	Registration Certificate of ESI – enclosed		
5.	Registration Certificate of Service Tax – enclosed		
6	Registration with Income Tax for TDS – enclosed		
7	Details of other organizations where similar contracts are undertaken in the last 3 years ending 31 March 2007 with value of the work – enclosed		
8.	Copies of balance sheet of previous three financial years ending 31.3.2007 – enclosed		
9.	List of arbitration cases, if any – enclosed		
10.	Demand draft for Rs 5000.00 as Earnest Money – enclosed		
11.	Demand draft for Rs 100.00 towards cost of tender - enclosed		
12.	List of on-going work with their financial value		
13.	Forwarding letter as per Annexure-2		
14.	Financial Bid proforma as per Annexure-2 completed and sealed in a separate envelope – enclosed		

