

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE, DELHI
PS-1-2, Institutional Area, I.P Extension, Patparganj, Delhi- 110092**

TENDER NOTICE

1. Sealed tenders under “Two-Bid System” are invited from reputed & experienced agencies for Sweeping & Cleaning Maintenance of Board’s Building at Patparganj, latest by 2.00 P.M. on 24/05/2012 for the following work:

Name of work: Sweeping & Cleaning Maintenance work of Board’s Building at Patparganj, Delhi.

The Tender should be in the prescribed form obtainable either in person or by post from the office of the Regional Officer(Delhi), PS-1-2, Institutional Area, I.P Extension, Patparganj, Delhi- 110092, on payment of Rs. 500/- each. The tender will also be available on the website of Central Board of Secondary Education (www.cbse.nic.in). The same can be downloaded and used as tender documents for submitting the offer. However, a Demand Draft/Bank Draft amounting Rs. 500/- in favor of Secretary, CBSE Payable at Delhi shall be enclosed towards cost of tender document along with the offer. In no circumstances, the amount paid for the tender form will be refundable.

2. The Tender form is not transferable.
3. The tenderer should submit tender latest by 2.00 P.M. on 24/05/2012 along with his PAN No. and service tax No. The tender will be opened **on the same day at 3.00 P.M. in the office** of Regional Officer(Delhi), PS-1-2, Institutional Area, I.P Extension, Patparganj, Delhi- 110092.
4. The EMD of Rs. 50,000/- should be submitted in the form of a crossed demand draft/Banker’s Cheque in favour of Secretary, CBSE Payable at Delhi from any Scheduled Bank. The tender that does not accompany EMD along with required documents will be summarily rejected. E.M.D. without any interest will be returned to all Bidders once contract is finalized.
5. Two bid processes will be followed. The bidder will have to submit technical and financial bids in two separate envelopes and the two bids are to be placed in one bigger envelope and must be put in the tender box placed at the reception of Central Board of Secondary Education, PS-1-2, Institutional Area, I.P Extension, Patparganj, Delhi- 110092. Envelope containing technical bid and price bid shall be superscripted as under.

‘TECHNICAL BID--- Providing Housekeeping Services.’

‘PRICE BID --- Providing Housekeeping services.’

Both envelopes shall be placed in a bigger envelope marked as ‘Providing Housekeeping services’ and shall be addressed to the Regional Office, Delhi Central Board of Secondary Education. The name of the firm shall be clearly written on the bigger envelope. The envelope containing technical bid will be opened first. The financial bid (Price Bid) of only those bidders will be opened whose technical bid is cleared and accepted.

6. Pre-bid meeting shall be convened on 24/05/2012 at 2.30 P.M. Bidders may seek clarifications to NIT stipulations.
7. The technical bid must be accompanied with the EMD which shall remain for a period of at least 180 days.
8. The technical bid should also contain the name of a competent official from the bidder, who is authorized to submit the bid and give clarifications if required. The authorization shall be in acceptable legal format.
9. Due to unforeseen circumstances, if the tender is not opened on the stipulated date, the same will be opened on the next working day at the same time i.e. 25/05/2012. CBSE will not be responsible for any postal delay.
10. The offer shall be valid for **90 days** from the date of opening of technical bid.
11. The contract period is one year which may, however, be extended by another one year based on the performance of the contractor and mutual consent of the parties.
12. The rates quoted should be inclusive of EPF, ESI, Service charge and incidental charges, on per person per month basis. The requirement of the Regional Office is presently met by deploying approximately 14 housekeepers and one supervisor.
13. Eligibility criteria (Duly signed necessary documents mentioned at Annexure-III shall be submitted along with technical bid).
14. Firms must have experience of providing House Keeping Services in various Government/Semi Government/PSUs/large buildings/complexes for at least 3 years.
15. The bidder shall submit the copy of work order(s) along with respective completion certificate (s) indicating the successful execution of annual housekeeping work in Govt./Semi Govt/PSU/large organization during last three years. In this regard, bidder shall submit certificate(s) in support of- (i) one work of at least Rs. 20 lakhs OR (ii) two works of at least Rs. 15 lakhs each OR (iii) three works of at least Rs. 10 lakhs each.

16. The firm should not have been blacklisted by any Government Organization/PSU. An undertaking must be submitted.
17. The firm must have a minimum turnover of Rs. 20 lacs each during the last three years.
18. The firm will submit a list of employees having minimum experience of two years of supervisory work for housekeeping jobs in the firm.

(P.I SABU)
Regional Officer(Delhi)

CENTRAL BOARD OF SECONDARY EDUCATION
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Patparganj, Delhi- 110092

FORM OF TECHNICAL BID

1. Name of the firm :
2. Name of owner :
3. Year of establishment :
4. Telephone number :
5. Address of the firm :
6. Turnover during the last 3 years :
7. No. of persons employed (indicating
Designation, qualification and nature of duties.
(a separate sheet may be attached) :
8. Whether the firm is registered? If so,
With whom :
 - (a) Registration No. :
 - (b) P.F. Number :
 - (c) Income Tax No. (PAN) :
 - (d) Turnover for the last three year :
 - (e) Experience (mention no. of year) :
9. Whether willing to operate on trial
Basis for six months :

Certified that the above information is correct to the best of my knowledge. Further, my above firm and I have not been blacklisted/disqualified/debarred from any of the Government/Semi Government department or any other agency.

Signature of the owner

Name of the Owner
With Seal of firm

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Annexure-II

FORM OF PRICE BID

Break up of total charges quoted per person per month,

Worker (MALE / FEMALE) FOR SWEEPING & CLEANING WORK

Amount is Rs.
(per person per month)

- | | |
|--|-------|
| 1. Basic Pay | _____ |
| 2. EPF (%) | _____ |
| 3. ESI (%) | _____ |
| 4. Service Charges | _____ |
| 5. Service Tax (%) | _____ |
| 6. Total amount of per person per month in Rs. | _____ |
| TOTAL AMOUNT FOR 14 HOUSE | |
| KEEPERS PER MONTH IN Rs. _____ | |

SUPERVISOR

Amount is Rs.
(per supervisor per month)

- | | |
|--|-------|
| 1. Basic Pay | _____ |
| 2. EPF (%) | _____ |
| 3. ESI (%) | _____ |
| 4. Service Charges | _____ |
| 5. Service Tax (%) | _____ |
| 6. Total amount for one supervisor per month | _____ |
| Rs, | |

Signature of the owner

Name of the Owner
With Seal of firm

Document to be Submitted with Technical Bid.

- A. Covering Letter
- B. Cost of Tender document
- C. EMD
- D. Solvency Certificate
- E. PAN and service tax registration details
- F. Experience certificate of providing services for at least 3 years (Govt./Semi Govt./PSU) as eligibility criteria.
- G. Copies of work order(s) and respective completion certificate(s) as per the requirement of clause-15
- H. Undertaking regarding Black listing etc.
- I. Document showing turnover during the 3 years
- J. List of employees having experience of 2 years for supervisory work
- K. An undertaking that the vender/ bidder complying all the conditions of the contract and technical specification of the bidding document
- L. Authorization letter in the name of official submitting the bid

(Signature of the Contractors)

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The following are only the brief terms & conditions once the contract is finalized.

1. The contract would be initially for period of 12 months starting from the date of award. The contract may be extended upto one more year, if contractor's services are found satisfactory.
2. Total price of a bidder shall be evaluated by adding the rates for one supervisor, 14 housekeepers for a period of one month. Accordingly, lowest price will be decided on comparing bidder's total price.
3. The contractor would ensure complete washing/scrubbing of the given area with Automatic machines.
4. The daily cleaning would also include ceiling fans, window glasses, carpet, roofs, walls, railing, sofa chair, curtains etc. of the allotted area.
5. The contractor would ensure regular cleaning and inspection of the given area by Supervisor's.
6. The contractor would submit the police verification report along with the photograph and the detailed particulars of his staff employed in the CBSE, immediately within one day after the award of work. Payment will be released to such employees whose verification is completed.
7. The contractor would ensure the proper supervision of the duties of his staff through his own supervisor. The supervisor must have passed 12th standard or poses housekeeping diploma.
8. The contractor would be responsible to compensate any loss or damage to the Central Board of Secondary Education's Property caused due to theft, fraud or negligence by the staff of the contractor.
9. Material for cleaning work shall be supplied by the CBSE on monthly basis.
10. The supervisor and housekeeping staff will put on proper and clean uniform/shoes to be approved by the Board. Non wearing of uniform/shoes will be eligible for salary deduction for that particular day.
11. The payment by the contractor to its personnel will be made in the presence of at least two representative of the Central Board of Secondary Education by cheque adhering to all the provision of Minimum Wage Act, Provident Fund, ESI etc.
12. The housekeeping firm will be liable for any disciplinary action / penal action for not implementing the labour welfare laws as applicable and are in force.
13. The incomplete or conditional bids will not be considered / entertained.
14. On taking over the Building any loss of sanitary fittings, responsibility will be fixed on the Agency therefore the area should put two personnel on each floor in their own interest.
15. Successful bidder will have to **deposit an amount** equivalent to one month bill as performance guarantee deposit till the period of contract. This will be deducted in basic wages in case of failure to abide by terms and conditions of the contract or non payment to staff. The performance guarantee deposit will be returned after the contract is over.
16. The services of the House Keeping staff are required all days except Sunday and gazette holidays notified by Govt. of NCT for Industrial workers (unless otherwise required on written requisition). Additional charges for cleaning/sweeping etc. on holidays whenever required will be payable extra.

- 17 The duty hours/timings of the House keeping staff shall be from 6.00 A.M. to 12.30 P.M., 1.30 P.M. to 4.30 P.M. (one person up to 6.00 P.M.) to ensure Building/Compound is clean before 9.00 A.M. as the daily work.
- 18 The choking of the sanitary installations i.e. W.C.'s Traps, Bottle traps, gully traps, manholes, gratings are to be cleared immediately on reporting the complaint. Besides this a plumber shall have to be provided by the agency for two days in a week and sewer man will attend the complaints after reporting the complaints to the agency.
- 19 Deductions shall be made from the monthly bill @ Rs.256/- per day per person in case of the manpower is short.
- 20 In case of any dispute between the agency and the Board arising out of or in relation to the agreement, the dispute shall, be referred to a sole Arbitrator to be appointed by the Chairman of the Board and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provisions of the Indian Arbitration Act. 1940 & subsequent amendments therein. The courts of Dehi will have Jurisdiction over all legal disputes under this agreement.

Important note

1. While quoting the monthly charges, contractors may carefully note that the payment to their staff, working in the Central Board of Secondary Education be required to be made by cheque strictly as per the Minimum Wages Act and in the presence of two representative of the CBSE. The bill of the contractor will be cleared only after completion of this requirement.
2. The lowest tender will be decided keeping in view the sum quoted for one supervisor, 14 housekeepers for a period of one month.

