



**CENTRAL BOARD OF SECONDARY EDUCATION**  
(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)  
**REGIONAL OFFICE PATNA**

Cost of Form : **Rs. 150/-** (Non-refundable)

Form No. : \_\_\_\_\_

Last date for receipt of tenders : ..... upto **03:00** p.m.

**Schedule 'A'**

**Technical Bid**

No. CBSE/RO/PATNA/Admn./Maint./Sweeping & Cleaning/201**9**

1. Name of the Agency : \_\_\_\_\_
2. Complete Address : \_\_\_\_\_  
with contact nos. \_\_\_\_\_
3. Registration No. under : \_\_\_\_\_  
Shop & Establishment Act  
(Attach photocopy of the  
Certificate)
4. Type of Establishment : \_\_\_\_\_  
(whether Govt./Semi Govt./Pvt.)
5. Details of Contracts executed of similar work :  
(Please attach relevant photocopies of work order and satisfactory execution certificate)  
(i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_
6. Present Assignment in hand : \_\_\_\_\_  
(Please attach relevant photocopies of work order)  
(i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_
7. Earnest Money of Rs. 10,000/- in favour of the "Secretary, C.B.S.E.", payable at Patna has been deposited vide BD/DD No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_
8. The financial bid of technically qualified Agencies only will be opened for consideration.
9. Copy of the supporting documents in r/o information at serial no. 3 to 6 above have been attached.
10. Declaration : All terms & conditions as mentioned in the Tender Documents are acceptable to me/us.

Signature of the Tenderer \_\_\_\_\_

Name & Address of Tenderer with seal \_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

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**Schedule 'B'**  
**Financial Bid**

1. Name & Address of the Building : Central Board of Secondary Education  
Regional Office, Ambika Complex,  
Behind State Bank Colony,  
Sheikhpura, Bailey Road, Patna-14, Bihar
2. Plinth Area of the Building : 17,100 sq.ft. approx.
3. Rate per sq.ft. are required to : .....  
be quoted with the material F.O.R. ....  
CBSE, Regional Office, Ambika .....  
Complex, Behind State Bank Colony, .....  
Sheikhpura, Bailey Road, Patna-14, .....  
Bihar.
4. Analysis of rates based on approved : .....  
wages of Bihar Govt. be attached. ....  
(Documentary proof be attached)

Signature of the Tenderer.....

Name & Address of the Tenderer with seal.....

.....  
.....  
.....

Telephone /Mobile No. ....

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**GENERAL SPECIFICATIONS /SCOPE OF WORK**

1. Name of the building : Regional Office, Central Board of Secondary Education
2. Address / Location of the Building : Central Board of Secondary Education  
Regional Office, Ambika Complex,  
Behind State Bank Colony,  
Sheikhpura, Bailey Road, Patna-14, Bihar
3. Plinth Area of the Building : 17,100 sq.ft. approx.
4. No. of days during the month for which the services are required : All days except Sunday and seven Gazetted Holidays notified by the Govt. for Industrial workers (Unless otherwise required on written requisition). Additional charges for cleansing / sweeping etc. on holidays whenever required will be payable extra on prorated basis.
5. Timing of daily work : From 7:00 A.M. to 12:00 noon, 01:00 P.M. to 04:00 P.M. (one person up to 06:30 P.M.)
6. Manpower Requirement :
  - a) Three sweepers
  - b) A Supervisor for overall supervision of the work
  - c) A Specialized worker / plumbing work for repairing / replacement of toilet accessories (as and when required)
  - d) A sewerman (as and when required)



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### **A. Scope of Work**

- i) Sweeping of entire areas of the building and collection of all waste material and its disposal as per instructions of the C.B.S.E.
- ii) Cleaning of the floor area with mechanical as well as manual and other equipments like the Wall Cleaning Machine shall be used (provided on demand). Wet floor dusters and detergents, disinfectants and other materials as necessitated shall be provided in sufficient quantity. Only quality products shall be allowed to be used. The cleanliness operation shall be completed once in the morning before opening of the office and thereafter every 2 hourly specially in the area like corridors, stairs, lifts and reception etc. Spray of Finit & Room Freshener in the rooms etc. is obligatory.
- iii) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.
- iv) Cleaning of carpets on floors with vacuum cleaner (to be provided by the Agency). The venetian blinds are to be cleaned/washed as per site requirements/ as ordered by the C.B.S.E.
- v) In case of shortage of water or non-availability of water, bringing water from the underground water tank or from outside for cleaning as well as for drinking purposes (to be arranged by the Agency).
- vi) Sweeping and cleaning of open areas, roads, passage, etc. within the boundary of the Board's wall surrounding to the building as per requirement.
- vii) Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, etc. before opening of the office upto 09:00 am everyday. High quality chemicals & sturdy vacuum cleaner to be used for the purpose.
- viii) Provisions of soaps, liquid soaps, naphthaline balls/cakes, odonil cakes etc. as per the requirements. The Contractor will ensure that the material mentioned above are always available at the prescribed locations in the lavatories.
- ix) Providing long towels in each toilets and its replacement daily after washing.
- x) List of items/cleaning materials required are attached vide Annex.-I.
- xi) The choking of the sanitary installations i.e. W.C.S. Traps, Gully traps, manholes, gratings is to be cleared within 24 hours of reporting the complaint.

### **B. Items of work to be done generally once in a week**

- i) Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
- ii) Acid cleaning of sanitary wares without damaging their shine/luster.
- iii) Removing of stains from floor, doors and partitions etc. by using surf or any suitable detergents, without leaving undesirable spots/cleaning marks.
- iv) Cleaning of water cooler tanks and space underneath water coolers.
- v) Cleaning the filled surface in the corridors and stair cases.
- vi) Polishing of name plates and number plates with brasso and cleaning of all other name plates/Boards.



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- vii) Dusting and cleaning of fans, electrical fittings, windows, panes with glass cleaning chemicals/agents and cleaning of partitions, paneling etc.

### **C. Duties, Behaviour, Staff Requirement etc.**

- i) The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
- ii) The Agency staff shall not disturb the employees of the Board or make any sort of noise in the premises.
- iii) The Agency's workers shall be polite, courteous, well behaved and honest.
- iv) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
- v) The character and Antecedents of all the workers on job will be got verified from police by the Agency before deployment for work. A Certificate to this effect shall also be submitted by the Agency at the time of undertaking the work.
- vi) The Agency's workers shall not enter-into any unlawful activity within the Board premises and shall have good moral character.
- vii) The Board shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit as deemed fit in case the Board is put to any financial loss directly or indirectly by any act or omission on the part of the Agency's works.
- viii) The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of Bihar and statutory benefits available under the rules to its employees. The Board shall not entertain any such claim of the persons employed by the Agency.
- ix) Insurance and accidents of the workers will be the responsibility of the Agency.
- x) All the workers of the Agency shall be free from infectious/contagious diseases.
- xi) The Agency shall in no case transfer the services, it is required to perform under this agreement to any other agency or person without the permission of the Board.
- xii) Agency shall deploy sufficient number of workers along with a Supervisor to ensure that the work is done to the satisfaction of the Board.
- xiii) The minimum staff required compulsorily for C.B.S.E., Regional Office, Patna shall be three (03) workers plus one Supervisor.
- xiv) The Board reserves the right to order any worker of the agency to leave the premises of the Board if his presence at any time is felt undesirable.
- xv) In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of Agency, the Board shall be free to make alternate arrangements as deemed fit. Any additional cost borne by the Board on this account shall be recovered from the payment to be made to the Agency/performance security deposit of the Company.
- xvi) The Board reserves the right to recover liquidated damages for defaults on the part of the Agency.

### **D. General Conditions**



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- i) **Agreement :** For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is outstanding/excellent. The Agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the tender convenants. The cost of stamp paper and agreement shall be borne by the Agency.
- ii) **Terms and Conditions of payment :** The Board shall pay the agreed amount to the agency on monthly basis after completion of the month and on submission of a certificate by the unit of the Board "that the work has been done satisfactorily". In case the work is found unsatisfactory, deduction as deemed fit shall be made from the monthly bill and warning shall be issued in writing. The agency shall also have to submit a declaration that the payment of the workers deployed, are being paid as per approved wages of Govt. of Bihar and the Agency has been complying with all the statutory provisions in respect of the workers deployed and in agreement of the terms & conditions.

In case no further improvement is noticed, the work shall be terminated and Security Deposit shall be forfeited. The Agency will also liable to be debarred by the Board for further work.

- iii) **Room facility :** The Board shall provide a small room/space for supervisor & storage of materials etc. to the agency free of cost during the period of contract. No name of agency shall be allowed on the room and nobody will be allowed to stay in the office unnecessarily after office hours without permission.

**E. Notice of termination of contract**

The contract can be terminated by the Board without assigning any reasons by giving one-month notice in writing.

**F. Stock and Supply**

The agency shall maintain sufficient stock of items such as Towels, Dusters, Phenyl, Detergent, odonil, nephtholine balls/cakes, Finit, Baygons, Acid Chemicals required for cleaning of equipment, Marble flooring, Dholpur Stone etc. so as to meet normal requirement. The Agency shall not be permitted to stop supplying any items for any reason whatsoever. The quality of the material shall be as per prescribed standard and approved in advance.

**G. Supervision / Inspection**

The Agency shall deploy a person to supervise the cleaning and maintenance services, who will report to the concern staff daily.

**H. Arbitration**

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 authorities of the Board and decision of such arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act, 1940 and subsequent amendments therein.

**I. Jurisdiction**

The Court of Patna will have jurisdiction over all legal disputes under this agreement.



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**J. E.M.D.**

The Tender will be accepted only along with Earnest money of Rs. 10,000/ through A/c payee Demand Draft in favour of Secretary, C.B.S.E. payable at Patna.

**K. Security Money**

The successful bidder will have to deposit an amount of Rs. 15,000/- as security deposit. The amount should be payable through A/c payee D.D./B.D. in favour of Secretary, C.B.S.E. payable at Patna. The security deposit shall be refunded to the Agency within sixty days beyond the date of completion of all contractual obligations by the Agency.

**L. Rates**

Rates may be charged per month for whole unit covered area, open area, surrounding area, stairs, lobbies, corridors, toilets, etc. for all the items of works including cost of materials. The rates once decided shall be final no upward revision of rates will be made during the concurrency of agreement.

**M.** The decision of the Competent Authority of the Board in all matters of this contract shall be final and binding on both the parties i.e. the C.B.S.E. and the Agency

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**Annex.-I**

**List of Material (good quality) to be procured for Sweeping/Cleaning work at  
Regional Office, C.B.S.E., Patna**

Sl.No.	Description of Material
1	Phenyl (Branded)
2	Cleanzo Sanitizer
3	Odonil
4	Liquid Soap
5	Soap Cake (Lifebuoy/Lux)
6	Vim Powder
7	Nirma
8	Surf
9	Acid
10	TAT
11	White Duster
12	Floor Duster
13	Room Freshner
14	Napthaline Ball/Cake (Big/Small size)
15	Teepal
16	Thinner
17	Braso Polish
18	Mansion Floor Polish
19	Finit with pump
20	Homeol Cakes
21	Nariyal Jharoo
22	Phool Jharoo
23	Bamboo Jharoo
24	Rehdi for collection of garbage
25	Dustbin with lid (Small/Big)
26	Buckets
27	Plastic Drum
28	Plastic Jugs
29	Plastic Mugs
30	Cob Web's removes
31	Sweeping Brush
32	Sling Brush
33	Scrubbing Brushes of various size
34	Markin Cloth
35	Plastic water pipe with set/nozzle
36	Collin (Branded)
37	Wiper
38	Yellow Duster
39	Floor Cleaner (Branded)
40	Bleaching Powder
41	Vacuum Cleaner, Floor Washing Machine & Wall Washing/Grinding Machine.
42	Any other items required for cleanliness etc. as per site requirement and directions of the Board.

The above mentioned materials/mechanical cleaning equipments etc. shall be got procured in the office before taking over of the site as per directions of the Board.

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