



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110092.

F-409A/Maint./2016/

Dated:-17.11.2016

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Sub.: Quotation for Cleaning & disinfection of U/G and O/H water tanks at C.B.S.E, H.Q, Building, Preet Vihar, Delhi-110092

Sir,

The Board intends to invite quotation for "Cleaning & disinfection of U/G and O/H water tanks at C.B.S.E, H.Q, Building, Preet Vihar, Delhi-110092" from specialised agencies having executed minimum 3 works of equivalent magnitude. An EMD of Rs 3000/- in the form of DD/BD payable to the Secretary, CBSE and experience documents be attached along with the quotation format. Sealed quotation complete in all respect must be submitted on or before 06.12.2016 up to 02:00 P.M and shall be opened on the same day at 3:30 p.m. Quotations which are either late or incomplete shall be summarily rejected. The Secretary, CBSE reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully

(RAHUL TYAGI)
ASSISTANT ENGINEER (CIVIL)

GENERAL TERM & CONDITIONS OF THE QUOTATION

The work shall be executed strictly in accordance with the specifications given in schedule of quantities and instruction of in-charge of works. The not covered or clarified by these specifications the same shall be carried out as per instruction of Engineer In-charge of work.

1. NAME OF WORK:

Sealed item rate quotation for the work of Cleaning of underground and overhead RCC/PVC tank with mechanized process at CBSE, Shiksha Kendra building, 2 Community Centre, Preet Vihar, Delhi-110092.

2. FILLING OF TENDER:

Tenders not properly filled mutilated with incorrect calculations or generally not complying with the condition may be rejected. Tenderers should quote their rates both in figures and in words. The schedule or quantities must be fully priced and the total of each page along with carried over figures of the previous page shall be given in ink and signed by the tender. No blank spaces shall be left.

3. PROPRIETARY OF TENDER:

If the tender/quotation is made by or on behalf of a Company incorporated under the companies Act it shall be signed by the Managing Director or by one of the Directors duly authorized on that behalf. If it is made by a partnership firm it shall be signed with the Co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of their firm and attach copy of Power of Attorney with the Tender/quotation/ authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender. 1

The work shall be executed as per specification entered in quotation/tender document and instruction of Engineer in-charge. Contractor is presumed to have studied the tender document & its specification, nothing extra will be paid for any item on account of its shape, size, location or other difficult circumstances even if the schedule makes no distinction, as long as entered in the quotation/tender.

4. ACCEPTANCE PERIOD

The tender/quotation shall remain valid for acceptance for a period of 60 days from the date of opening of tender.

5. SITE INSPECTION

Every tenderer is expected to inspect the site of the proposed work before quoting his rates. He must also go through and see the site of construction.

6. SCHEDULE OF QUANTITIES

A schedule of approximate quantities for various items accompanies this quotation/tender. It shall be definitely understood that the owner does not accept any responsibility for the correctness or completeness of the schedule in respect of items and quantities and this schedule is liable to alterations by omissions, deductions or additions at the discretion of the owner without affecting the terms of the contract.

7. CONTRACTORS' RATES

The contractors rates must include the cost of transportation of material to the site, all taxes such as Sales Tax, Excise and Octopi etc. and the fixing or placing in position for which the items of work is intended to be operated. The rates shall be inclusive of all height, lead, lift and scaffolding etc. complete, no extra payment shall be made except specified in the item.

8. ACCEPTANCE OF QUOTATION

The acceptance of the quotation will rest with the competent authority of the Board, who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotations received, without assigning any reason (s).

9. QUALITY

The competent authority of the Board regarding the quality of the material and workmanship will be final and binding. The Engineer in-charge of work shall during the progress of the work have power to order in writing form time to time the removal of the work, within such reasonable time or times as may be specified in the order, of any material which in the opinion of In-charge of works is not in accordance with specification or instructions. The substitution or proper re-execution of any work or replacement of bad material shall be borne by the contractor.

10. DISMISSAL OF WORK:

The Contractor shall on the instruction of competent authority of the Board immediately dismiss from work any person employed thereon by him, who way in the opinion of the owner be unsuitable or in competent or who may misconduct himself. Such discharges shall not be the basis of any claim for compensation of damages against the owner or any of their officers or employee.

11. COMMENCEMENT OF WORK:

The Contractor shall commence the work on site within 3 days from the date of receipt of work order/Letter of Intent.

12. INCOME TAX AND OTHER TAXES

Statutory deduction of Income tax/ sales tax on works, contact shall be made from the bill.

13. SUPPLY OF MATERIALS TOOLS AND PLANT

The contractor shall arrange all the material required for the work.

14. PAYMENTS

The payment shall be made against the bill submitted by the contractor and prepared by the Engineer In-charge, based upon the joint measurement by the Contractor. Contractor shall submit 3 copies of the bill and 3 copies of the measurement sheets. Payment can be released within 15 days after submitting the bill.

15. SAFE STORAGE OR MATERIALS

The contractor shall be responsible for the safe storage of material use in the work. The CBSE, is not responsible for any damage or loss of the contractor material bring for the work by the contractor.

16. SITE TO BE KEPT CLEAR

The surplus/dismantled debris shall be removed to a place as directed by the In-charge of work stacked, levelled and dressed as directed.

17. AGE LIMIT OF LABOUR

The age limit for employment of labour shall be in strict accordance with the existing labour Legislations.

18. QUALITY OF MATERIALS, WORKMANSHIP AND TESTS

All materials and workmanship shall be of the respective kinds described in the contract and in accordance with engineer in-charge of works or his representative may direct at the place of manufacture of fabrication or on the site. The contractor shall provide such assistance instruments, machines, labour and materials, as are normally required for examining, measuring, and testing any work and the quality, weight or quantity of any material used and shall supply samples of materials be-fore in corporation in the works for approval as maybe required by the engineer in-charge of works or his representative.

GENERAL SPECIFICATION

All work shall be executed strictly in accordance with the specifications given in schedule of quantities and/or with the following specifications. For such items, which are not covered or clarified by these specifications, latest edition of C.P.W.D. specification shall apply. The work shall be carried out as per instruction of Engineer In charge.

- 1 The work shall be carried on till it is completed satisfactorily along with the completion of essential portions of other services, and the building contractor shall be deemed to have taken these factors into consideration while quoting his rates.
2. The work shall be executed as per schedule and instruction of Engineer In-Charge and nothing extra will be paid for any item on account of its shape, size, location or other difficult circumstances even if the schedule makes no distinction.

3. All materials and workmanship shall be of the respective kinds described in the contract and in accordance with engineer on his manufacture of fabrication or on the site or at all or any of such places. The contractor shall provide such assistance as instruments, machines, labour and materials, as are normally required for examining, measuring, and testing any work and the quality weight or quantity of any material used and shall supply samples of materials before in corporation in the works for approval as may be required by the engineer in-charge.
4. The contractor is advised to inspect the site before quoting the rates in Tender.
5. The engineer in charge of work may approve any brand or make of material for the work other than that specified in the tender, and contractor shall be bound to use the approved brand of material without any extra cost.
6. The contractor should have satisfactorily completed the works as mentioned in NIT during the last five years only in last month previous to the one which the tenders are invited.

Special Conditions

- a) The contractor should have satisfactorily completed the works as mentioned during the last five years ending the last month previous to the one which the tenders are invited. Three similar works each of value 40% or the estimated cost or two works each of value 60% of the estimated cost or one work of value 80% of the estimated cost similar nature of works means that the work specific on the schedule of Quantity. The contractor has to upload/submit the definite proof of the similar nature of works with schedule satisfactorily executed and the original certificates has also to be shown at the time of opening of tender.
- b) Attested copy of Anti-Bacterial agent manufacturer (product to be used in the work) having license with approved list from Food & Drugs Administration (FDA) and certificate issued own name by a Govt. Approved Laboratory for Non Toxicity of Anti-Bacterial for tank cleaning as per OECD guidelines.
- c) Authorized letter to produce any supporting documents FDA licenses, certificate of Non Toxicity, buy/use product on behalf of Manufacturer/Distributor required to be submitted by the contractor.

CONTRACTORS SIGN & SEAL FOR ACCEPT

Schedule of work

Part-A

S.No	ITEMS OF WORK	QTY	UNIT	RATE	AMOUNT
	Cleaning of underground/OH or terrace water storage tanks including chemical treatment with Anti bacterial agent consisting of following process:-	.			
1	Mechanized cleaning of Underground RCC OH tank and PVC fans with six stage process motioned as under:-				
i	Mechanical Dewatering.				
ii	Desalting and removal of left over dirty water and sludge with sludge removal pump.				
iii	Cleaning of walls, ceiling and floor by high pressure water jet with the help of equipment which create a pressure of 10 to 150 bar with antibacterial agent license From food and Drugs administration (FDA) and certificate by a Govt. approved laboratory for non-toxicity of antibacterial for tank cleaning as per OECD guidelines for disinfecting the tank from all harmful Bacteria, Fungi Algae & Protozoan. The active ingredient shall be Banzalknoium Chloride solution IP 4% W/V/Equivalent similar compound as per the direction & approved by Engineer-in-Charge.				
iv	Removal of remaining sludge from the floor with the help of industrial vacuum cleaner.				
v	Spraying of non-toxic, bio degradable eco friendly anti-bacterial agent for tank cleaning certificate by Govt. approved laboratory as per the OECD guidelines 423 adopted on 17th December 2001 for disinfection the tank from all the harmful pathogens.				
vi	Treatment of inside the tank by exposing U.V radiation to kill further suspended or floating bacteria if any.				

1.1	PVC/RCC underground & overhead water. All the above operations should be executed by trained workers and technician properly dressed along with gum boots, to work as per the direction of Engineer in-charge Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi-110092. a) Underground tank size 4.2 x 6.06 x 2.32 m. approx. b) Under ground fire tank size 8.05 x 12.50 x 2.32m approx c) Over-head RCC water tank 6.65 x 3.40 x 2.05m. approx. d) PVC Tank Capacity 1000 litters	1 1 1 1	Each Each Each Each		
2	Cleaning of water cooler Machine Capacity 40/80 ltr.	11	Each		
				Total	

PART- B

Also rates be quoted for future work on a/c of periodical cleaning & disinfection after every six months.

Total Amount for Two times cleaning (Rates valid for One years and cleaning to be done after every six months) =2 x

Total Amount in Words:

(_____)

Signature of bidder

Name of the Bidder and designation

Address of firm:

Telephone Number(s)

Place & Date:

Company Seal:

NOTE:

1. Prices to be quoted in Indian Rupees only in both figures & words.
2. Any cutting etc. shall be duly circled & signed by the tenderer failing which Financial bid may be rejected.
3. Vendor should quote all-inclusive priced including all taxes and duties etc. for successful execution of the contract.

Terms & Conditions:

1. Eligibility Criteria:

(The bidder must fulfil the following eligibility criteria and should submit the following document with their quotations failing which their quotation shall be rejected)

- i. The tenderer should have successfully carried out at least three similar ARC works in the last five years.
- ii. The tenderer should submit the related completion certificates in support of above works issued by the respective departments.
- iii. The tenderer should also have valid PAN or TIN or SALES TAX number.
- iv. The '**Earnest Money Deposit (EMD)**' amounting to **Rs.3000/- (Rupees Three Thousand only)** as demand draft or pay order of a schedule bank and drawn in favour of Secretary, CBSE, New Delhi should attach with the tender.

Tenders received without earnest money will be invalid.

1. The rates for the above work shall be valid for six months. The date of commencement shall be reckoned from the **7th day** of issue of award letter. It is to be noted that for one time completion, work is to be completed within 2 days i.e. first day the underground tanks and subsequent day the overhead tanks to avoid any water problem in the office (The work would not be allowed to complete in one day). Preferably the work would be carried out on Saturday and Sunday or in the working day as per direction of the Engineer-in-charge.
2. The Secretary, CBSE does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
3. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
4. Tender submitted shall remain valid for 60 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
5. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
 - i. When there is a difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.

- ii. When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
 - iii. When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount
6. Before tendering, the bidder shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality etc.
 7. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award and he shall not be eligible for any claim.
 8. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
 9. The contractor shall indemnify CBSE his direct/indirect acts cause loss in any form to CBSE
 10. No material will be issued by the department. Contractor has to arrange all materials and T & P required for execution & satisfactory completion of this work at his own cost. Apparatus and equipment required for tank cleaning shall be shown by the agency before execution of work at site.
 11. The issues not covered by the NIT clauses will be governed by the clauses in conditions of contract for works. The work shall be strictly carried out as per the latest CPWD specifications of work for each item & as per the entire satisfaction of Engineer-in-charge.
 12. Some of the provisions of General Conditions of Contract are given below. Interpretation however shall be as given in the General Conditions of Contract.
 13. The Contractor should confirm any ambiguity and discrepancy related to the work and tender before submitting the tender document in writing.
 14. In case of any damage to the wall/ floor in the bldg., the agency shall have to make good the same.
 15. **Payment: Payment after satisfactory completion of work shall be made through ECS mode only.** Contractor is required to furnish the relevant details of bank account for getting the payment through Electronic Clearance System (ECS) The contractor is required to either provide Photostat copy of cancelled cheque or to take attestation from concerned bank, as a documentary support.

- i. Bank account no. Branch name & complete address of the bank
- ii. 11 digit IFSC (Indian Financial System Code) of the bank.
- iii. 9 digit MICR (Magnetic INK Characters Recognition) Code of the bank
- iv. PAN No. & TAN No. in name of the firm.
- v. Phone no. / mobile no./ e-mail address.

16. The silt and turbidity has to be removed and disposed off by the contractor thru mechanical means within a distance of 5 K.M.

(Signature of the Tenderer along with seal)

Mobile No._____

Phone No._____