



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

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Tender Notice for sweeping & cleaning of CBSE, Regional Office, Bhubaneswar

Present Address: Regional Office, 6 th Floor, Alok Bharati Complex, Saheed Nagar, Bhubaneswar, Odisha – 751 007	Site Office: Regional Office, Plot No. 4(P), Khata No. 619, Mauza-Chandersekharapur, Bhubaneswar, Odisha.
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Tender No.	F.2/CBSE/RO/BBSR/45/2016
Tender Forms Available at Website	www.cbse.nic.in
Date of Issue/Publishing	01.12.2016
Document Download/Sale Start Date & Time	02.12.2016 (10 A.M.)
Bids Submission Last Date & Time	23.12.2016 (03 P.M.)
Date and Time of opening of Technical bid	23.12.2016 (04 P.M.)
Date of opening of Financial bid	Will be intimated later (based on No. of offers received)

TENDER NOTICE

Sealed Tenders are invited from the agencies who have their established office/branch in Bhubaneswar and they are willing to take the work of Sweeping and Cleaning of CBSE Regional Office building situated at Plot No. 4(P), Khata No. 619, Mauza - Chandersekharapur, Bhubaneswar, Odisha. Agencies having at least 3 years experience in House Keeping works in multi storied building/ Hospital/ Hotel/ Government/ Semi Government undertaking/ Multi National Companies/ reputed private organizations shall only be eligible to apply. Cost of tender document Rs. 1000/- (non-refundable) & an EMD amounting to Rs. 25,000/- payable at Bhubaneswar through DD/BD/Banker's Cheque in f/o "Secretary, CBSE" and experience document must be annexed along with the tender. Tender envelope should be super-scribed as "Tender for Sweeping & Cleaning work". Tender may be downloaded from Board's website www.cbse.nic.in. Tender complete in all respect must be submitted latest by **23.12.2016 upto 3:00 PM** and dropped in the tender Box placed at 6th Floor, Alok Bharati Complex, Saheed Nagar, Bhubaneswar, Odisha.

Incomplete and conditional tenders shall be summarily rejected. Board reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reason, whatsoever.

Regional Officer

CENTRAL BOARD OF SECONDARY EDUCATION

Present Address: Regional Office, 6 th Floor, Alok Bharati Complex, Saheed Nagar, Bhubaneswar, Odisha – 751 007	Site Office: Regional Office, Plot No. 4(P), Khata No. 619, Mauza-Chandersekharapur, Bhubaneswar, Odisha.
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Ph. No. 0674-2548426

Fax: 0674-2547312

Last date of submission – 23.12.2016

Upto – 3:00 p.m.

Tender cost: Rs. 1000/- (non- refundable)

Name of work : Sweeping & Cleaning works
Location : Regional Office Building, Plot No. 4(P), Khata No. 619,
Mauza - Chandersekharapur, Bhubaneswar, Odisha.

TECHNICAL-BID

1. Credentials of the Tenders

- 1.1 Name of the Agency :
- 1.2 Office Address & Tel. Nos. :
- 1.3 License No. & Registration details :
- 1.4 E.P.F. A/c No. with latest challan :
- 1.5 PAN No. (with documentary evidence) :
- 1.6 Service Tax Regn. :
- 1.7 ESI Code No. :

2. Annual turnover of last three years

S.No.	Year	Turn Over

3. Experience (last Five years)

S.No.	Year	Name of the Organisation	Cost of the work executed	Officer concerned in the organisation with telephone no.	Total No. of Manpower deployed	Period (From / To)

(Enclose separate sheet, if necessary)

4. EMD of Rs. 25,000/- in favour of the 'Secretary CBSE', payable at Bhubaneswar has been deposited vide BD/DD/Banker's Cheque No. _____ dated _____
5. The Price-Bid of those agencies who qualify in the Technical Bid will only be opened for consideration. The tender is to be submitted under two bid system i.e. technical bid and price bid should be packed in separate envelopes and these two envelopes in turn should be packed in one envelope superscribe "Tender for sweeping & cleaning work"
6. **Copy of the supporting document in r/o information at Serial No 1 to 3 above & EMD must be enclosed.**
7. The service providers/agencies must have been registered with the concerned authorities.
7. Declaration: All terms and conditions as mentioned in the tender are acceptable to me/us.

Note: The agency must have the Labour licence of the office of the Central Labour Commissioner as well as Labour Commissioner, Odisha.

(Signature of the Tenderer)
With complete address and seal

Place : -----

Tele No : -----

Date : -----

Mobile No : -----

Terms & Conditions and General Instructions to the tenderer

1. Sealed tenders under two bid systems are invited for sweeping & cleaning work for CBSE, RO, Bhubaneswar. Bids should be submitted in sealed cover superscribed as 'Tender for Sweeping & Cleaning work'.
2. (a) The tenderer shall quote his rates in figures as well as words against relevant column and the same shall be duly attested.
(b) No cutting/overwriting and use of whitener is permitted in Technical-Bid as well as Price-Bid/Financial- Bid.
3. The bidder should quote their lowest rates based upon the terms & conditions forming part of tender document. Order shall be placed to the successful bidder out of the eligible bidders. However, the tender inviting authority does not bound to accept the lowest tender.
4. **The tenderers are requested to put their firm's endorsement on each page of the tender Document as token of perusal.**
5. No alternations or addition should be made by the tenderers to the contents, terms & conditions and schedules of these tender pages. Violation of the instruction will lead rejection of the tender at the discretion of the Tender Inviting Authority.
6. The tenderer who proposes any alteration to any of the condition laid down or proposes any other conditions of any description what-so-ever is liable to be rejected.
7. Earnest Money Deposit in forms of Account payee Demand Draft/ Bank Draft/ Banker's Cheque will be only accepted.
8. Technical Bids and Price-Bid/Financial-Bid should be signed by the same authorized signatory of the Agency.
9. The Technical Bids shall be opened on **23.12.2016 at 04.00 p.m.** & Financial will be opened on the date & time intimated later, in the presence of the tenderers, who may like to be present.
10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
11. The rates quoted should remain valid for a minimum period of 1 year from the date of submission of tender.
12. The Tender received without EMD of Rs. 25,000/-& cost of tender form of Rs. 1000/- in the form of Demand Draft/ Banker's Cheque shall be summarily rejected.
13. No bidder will be allowed to withdraw after submission of bids/opening of the tender; otherwise the EMD submitted by the firm is liable to be forfeited.

14. The Tender Inviting Authority reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.
15. The rate of wages, statutory dues and other allowances etc. under the labour law and other law payable by the employer (the bidder) should be indicated in detail and **Break up of rates must be attached with the financial bid failing which the same will not be considered.** The wages must be in accordance with the applicable minimum wages act applicable for Central Govt. Offices located in Bhubaneswar.
16. The agency must agree for providing services at the same rates, terms & conditions on year to year basis for a maximum three year, in case the CBSE wish to place repeat order.

(Signature of the Tenderer)
With complete address and seal

Add

Tel. No.

Mobile No.

Date: _____

Place: _____

GENERAL SPECIFICATION/SCOPE OF WORK		
01	Name of the Building	Central Board of secondary Education, Regional Office Bhubaneswar
02	Address/Location of	Plot No. 4(P), Khata No. 619, Mauza - Chandersekharpur, Bhubaneswar, Odisha.
03	Area of the Building	(a) Total Constructed/ Covered area (Approx) – 2830.10 Sq.Mtr (b) Total Plot area (Approx) – 4050.00 Sq. Mtr. (c) Total Floors --Basement + 4 Note: The area stated above is only approx & the parties are advised to visit the area in person.
04	No of days during which Services are required	All days except Sunday and Gazetted holidays notified by Govt. of India/State Govt. for Industrial Workers (unless otherwise required on written requisition). Additional charges for Sweeping & Cleaning etc. on holidays whenever required will be payable extra on pro rata basis.
05	Timing of Daily Work	From 07.00 am to 4.00 p.m. (One person upto 6.30 p.m.)
06	Requirement of minimum Manpower (a) Minimum workers	(i) Eight (8) Nos (Unskilled). Out of which, 01 person must be specialized in repairing/replacement of toilet accessories. (ii) One – Supervisor for overall supervision of the work (Semi Skilled). [iii] One – Sewer man (as & when required).

A. Scope of work

1. Sweeping of entire areas of the building and surrounding area of the building and collection of all waste material and its disposal as per instructions the C.B.S.E. or disposing the waste material at the disposal ground of Municipal Corporation.
2. Cleaning of the floor area with mechanical as well as manual and other cleaning aids/equipments like the Wall Cleaning Machine, vacuum cleaner etc. Wet floor duster and detergent, disinfectants and other materials as necessitated shall be provided to the sweepers by the **agency**. The cleanliness operation shall be carried out in the morning before opening of the office and thereafter at every 2 hours duration specially in the area like corridors, stairs, lifts and reception etc. Spray of room freshener and mosquito repellent in all rooms & Varandah's must be carried out daily.
3. Cleaning and washing of toilets and urinals by using deodorants, detergents and disinfectants in the morning as well as in the afternoon.
4. Cleaning of carpets, curtains, vertical blinds on various floors with vacuum cleaner (to be provided by the Agency). The Roller/Zebra blinds are to be cleaned/washed as per site requirements/as ordered/instructions by the Regional Officer.
5. 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).
6. Sweeping and cleaning of open area, roads, passage etc. within the boundary wall surrounding the building.
7. Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, ventilators etc. before opening of the office upto 09.00 a.m. everyday.
8. Soaps, liquid soaps, naphthalene balls/cakes, odonil cakes, disinfectants etc. shall be provided by the agency, as per the requirements of the Board.
9. List of mechanical cleaning equipments required on rental basis are attached vide Annex II.
10. List of material to be supplied for day to day consumption at CBSE is attached vide Annex III.
11. The choking of the sanitary installations i.e. W.C. Traps, Gully traps manholes, gratings is to be cleared within 24 hours of reporting the complaint.
12. Regular dusting/cleaning of **Modular & General Furniture** of the office.

B. ITEMS OF WORK TO BE DONE GENERALLY ONCE A WEEK.

1. Washing and scrubbing of Floor areas with detergents and dirt/ spots removing agents.
2. Acid cleaning of sanitary wares without damaging their shine/lustre.
3. Removing of stains from floor, doors and partitions by using surf or any suitable, detergents, as found suitable without leaving undesirable spots/cleaning marks.
4. Cleaning of water cooler tanks and space underneath water coolers.
5. Cleaning the filled surface in the corridors and stair cases.
6. Polishing of name plates and number plates with brasso and cleaning of all other name plates/boards.
7. Dusting and cleaning of fans, electrical fittings, windows, Glass panes with cleaning chemicals/agents and cleaning of partitions, panelling etc.

C. Duties, Behaviour and staff requirement etc.

1. The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency's staff shall not disturb the employees of the Board or make any sort of noise/nuisance in the office premises.
3. The Agency's workers shall be polite, courteous, well behaved and honest.
4. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
5. The Antecedents of all the workers 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.**
6. The Agency's workers shall not enter-into any unlawful activity within the Board premises and shall have good moral character.
7. The Board shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit in case the Board is put to any financial loss directly or indirectly by any act of omission/commission on the part of the Agency's works/workers.
8. (A) The Agency shall be directly responsible for payment of the wages, which should in no case be less than minimum wages prescribed from time to time by Central/State Government. The Agency has to provide facility like provident fund, ESI, bonus or any other benefits available under the rules to its employees. The Board shall not be under any obligation to entertain any claim of workers employed by the Agency.

(B) Any revision of minimum wages by Govt. would be paid to the agency on submission of Govt. Notification.
9. Insurance and accidents of the workers will be the responsibility of the Agency.
10. All the workers of the Agency shall be free from infectious/contagious diseases.
11. The Agency shall in no case transfer the services. It is required to perform under this

agreement to any other agency or person without prior permission of the Board.

12. The Agency shall have to ensure that the work is done to the satisfaction of the Board.
13. The area has been given as a reference for quoting rates. Agencies are advised to visit the site to assess the actual area before submitting the tender.
14. Labour license, EPF & ESI certificates, PAN etc. must be attached with the Tender.
15. The minimum staff required compulsorily for CBSE, Regional Office, Bhubaneswar shall be eight (8) workers plus one supervisor on regular basis with Identity Card during course of duty. Out of 08 workers, 01 person must be specialized in repairing/replacement of toilet accessories, whereas one Sewer man shall be deployed "ON DEMAND".
16. The manpower deployed by the Agency must put on their uniform during office hours.
17. 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.
18. 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 monthly payment to be made to the Agency/security deposit of the Company.
19. The Board reserve the right to recover liquidated damages for default on the part of the Agency.

D. General Conditions

1. **Agreement.** The Period of agreement will be one year from the date of agreement extendable for three years on year to year basis on same rates and terms & conditions 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 covenants. The cost of stamp paper and agreement shall be borne by the Agency.

2. **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 Administration Section/ Maintenance Unit of the Regional Office, Bhubaneswar "**that the work has been done satisfactorily**".

i. **Clearance from Section Officer level regarding quality & quantity of work on daily basis.**

ii. **Payment towards statutory dues (eg. PF, ESI etc.) will be made only after production of receipt (from the concerned agency)**

3. **Penalty Cause.** In case the work is found unsatisfactory deductions shall be made from the monthly bill mentioned as under:-

- i. If toilets are found stinking, Rs. 200/- per reported incident will be levied.
- ii. If corridors are found dirty & filthy, Rs. 100/- per reported incident will be levied.
- iii. If staircases are found dirty & filthy, Rs. 100/- per reported incident will be levied.

- iv. If open spaces are found dirty & filthy, Rs. 50/- per reported incident will be levied.

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 India and the Agency has been complying with all the statutory provisions in r/o the workers deployed.

4. **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. The agency shall not be allowed to put its sign board on the room and nobody will be allowed to stay in the office 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. **Supervision/Inspection.** The agency shall deploy a person to supervise the cleaning and maintenance services, who will report to the Assistant Secretary (Admn.) of the work on daily basis.
- G. **Arbitration.** In case of any dispute between the agency and the Board arising out of or in relation to the agreement, the decision of the Chairman of the Board shall be final and binding.
- I. **Jurisdiction.** The Court of Bhubaneswar will have jurisdiction over all legal disputes under this agreement.
- J. **Bid Security (EMD)**
 - (a) The Tender will be accepted only alongwith earnest money of Rs. 25,000/- through Demand Draft/ Bank Draft/ Banker's Cheque in favour of Secretary, C.B.S.E payable at Bhubaneswar.
 - (b) Bid Securities of the unsuccessful bidders shall be returned to them after expiry of final bid validity and latest on or before the 30th day after the award of the contract. No interest will be paid on the amount of Bid Security (EMD).
- K. **Security Money.** The successful bidder will have to deposit an amount of @ Rs. 50,000/- as security deposit in addition to EMD. The amount should be payable through D.D./B.D./ Banker's Cheque in favour of Secretary , C.B.S.E. payable at Bhubaneswar. The security deposit shall be refunded to the Agency within sixty days after completion of all contractual obligations by the Agency. In case of any deviation/breach of contract, it will be forfeited.
- L. 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.
- M. The decision of the Competent Authority of the Board in all matter of this contract shall be final and binding on both the parties i.e. the CBSE & the Agency.

Signature of the Tenders _____
Name & Address of Tenders with seal _____

Telephone/Mobile No _____

Place : _____

Date : _____

PRICE- BID/FINANCIAL-BID

Schedule of Work

Name of Work: **Sweeping & Cleaning work**

S No	Description of work	Qty	Unit/Rate	Amount
01.	Min. Wages as per notification from the Office of the Labour Commissioner of Government of India for Unskilled/semi skilled Labour. (Labour Commissioner notification is to be enclosed) Rates from 07:00 AM to 04:00 p.m. (One person upto 06:30 P.M.)			
02.	Employees Provident Fund charges			
03.	E.S.I. Charges			
04.	Other Duties			
05.	Cost of material to be used per month (As per Annexure – III)			
GROSS – I (1 - 5)				
06.	Service charges (overall %) on labour input only			
07.	<u>Rental Charges of Mechanical Cleaning Equipments</u> 1. Single Disc Scrubber 2. Wet & Dry Vacuum Cleaner 3. Dry Vacuum Cleaner 4. High Pressure	01 each		
08.	RATE OF ACCESSORIES TO BE PRODUCED FOR A CONTRACT PERIOD – ONE TIME, AS PER ANNEXURE-I)			
GROSS – II (6-8)				
09.	Total charges per month I + II			

1. Analysis of rate must be attached by the Agency alongwith the price bid, failing which price bid will not be considered.
2. **Rates should not include service tax, which is not applicable on CBSE vide Service Tax Notification No. 25/2012-Service Tax and Service Tax Notification No. 06/2014 dated 11.07.2014.**

Signature of the Tenders _____

Name & Address of Tenders with seal _____

Telephone/Mobile No. _____

Place : _____

Date :

Annexure-I

LIST OF ACCESSORIES TO BE PRODUCED FOR A CONTRACT PERIOD – ONE TIME)

Sl. No.	Description of material	The quantity of accessories required for the contract period
1.	Dustbin with lid (Big)	4 Pc
2.	Dustbin with lid (Small)	5 Pc
3.	Buckets	6 Pc
4.	Plastic Drum	1 Pc
5.	Plastic Mug	20 Pc
6.	Plastic water pipe with set/nozzle	1 Set
7.	Floor mop (Industrial)	6 Pc

1. The above mentioned materials as per Annexure-I shall be stored for use in the office before taking over charge of the site as per directions of officer in charge.
2. Any of the tenders who quote unreasonable rates than that of market rates against the required quantity & quality of Materials will be liable for rejection summarily.

Signature of the Tenderers-----

Name & Address of Tenderers with seal-----

Telephone/Mobile No.-----

Place:-----

Date:-----

Annexure-II

Recommended Brand & Model of Mechanical Cleaning Equipments

Sl. No.	Type of Machine	Eureka Model	Johnson Diversey Model
1.	Single Disc Scrubber	Mega 50	
2.	Wet & Dry Vacuum Cleaner	ZW 35 SS	
3.	Dry Vacuum Cleaner	Z Power	
4.	High Pressure	KA 3200	

1. The Contractor in accordance with the terms and conditions of the tender document and in order to execute the housekeeping services in Client's office shall provide any one of the Brand i.e. Eureka or Johnson Diversey as specified above.
2. The machineries shall be brand new and should not have been used before. Supporting documents in support of brand new viz. Tax Invoice Receipt, as required in the tender document shall be produced by the contractor at the time of supply of machineries in Client's office.
3. The repair and maintenance shall be the sole responsibility of the Contractor. There will be no down time acceptable. However, in case of break-down of machine, the Contractor shall provide the replacement immediately at his own cost and risk.
4. The price should be quoted separately for each of the machine in Price-Bid

Declaration: Above conditions are acceptable to me/us.

Signature of the Tenderers-----

Name & Address of Tenderers with seal-----

Telephone/Mobile No.-----

Place:-----

Date:-----

Annexure-III

LIST OF MATERIAL TO BE SUPPLIED FOR DAY TO DAY CONSUMPTION AT CBSE, RO BHUBANESWAR

S.No.	Description of material	Total minimum Qty. Required per month	Rate (In Rs..)	Total Cost (In Rs..)
1.	Phenyl (Doctor Brand)	15 Litre		
2.	Sanitizer Cubes(AI Brand)	40 Pc		
3.	Air Freshener (V-Fresh/Odonil)	10 Pc		
4.	Liquid Soap (Fem)	10 Litre		
5.	Floor Duster (24"x24")	12 Pc		
6.	Room Freshener (Premium/Odonil)	5 Pc		
7.	Brasso Polish	250 gm		
8.	Glass Cleaner (V-Cline/Colin 500 ml bottle) (branded)	10 Pc		
9.	Floor Cleaner (LOC Make)	4 Litre		
10.	Bleaching powder	2 kg		
11.	V-Toilet Cleaner (500ml bottle)	10 Pc		
12.	Yellow Duster	10 Pc		
13.	Hard Long Broom	2 Pc		
14.	Soft Broom	8 Pc		
15.	Hard Broom	3 Pc		
16.	Water closet brush	4 Pc		
17.	Finite with pump/black HIT	5 Litre		
18.	Vipers	4 Nos		
19.	White dusters	10 Nos		
20.	Lizol Cleaner	3 Litre		
Total Cost				

Note: The above quantity/quality of material shall have to be supplied every month by the Agency and its quantity/quality is to be adhered to essentiality.

Signature of the Tenderers-----

Name & Address of Tenderers with seal-----

Telephone/Mobile No.-----

Place:-----

Date:-----