

**QUOTATION FOR SUPPLY OF SWEEPER-CUM-SEWERMAN  
FOR CBSE STAFF QUARTERS AT BRIJ VIHAR (GZB).**

The CBSE intends to select suitable agency for supply of Sweeper-cum-Sewarman for CBSE Staff Quarter Enquiry Office, at Brij Vihar, Ghaziabad – 201011 (U.P.). Intrested/Reputed Agencies may quote their rate complying Labour Laws & Minimum Wages as applicable in Delhi NCR. The rates are to be submitted on the prescribed format through sealed envelop superscribed “**Supply of Sweeper-cum-Sewerman for CBSE Staff Quarters**”. The Quotation complete in all respect along with EMD of Rs.5100/- in favour of Secretary, CBSE payable at Delhi must be submitted latest by 11.06.2018 upto 2:30 p.m. and put in the Tender Box placed at Maintenance Branch, 4<sup>th</sup> Floor, CBSE, 2, Community Centre, Preet Vihar, Delhi – 110092. The quotation shall be opened on same day at 4:30 p.m.

Incomplete and conditional quotation shall be summarily rejected. The CBSE reserves the right to reject any or all the quotations without assigning any reason thereof.

**(V.N. Mishra)**  
**Assistant Engineer, (Civil)**

# CENTRAL BOARD OF SECONDARY EDUCATION

Name of Work:- Supply of Sweeper-cum- Sewer man for CBSE Staff Quarters at Brij Vihar (GZB).

## A. CREDENTIAL OF THE TENDERERS:

1. Name of the agency with office address :-  
with Contact No.
2. ESI (Employee State Insurance) Code :-  
(Attach photocopy of the Certificate)
3. EPFO (Provident Fund) Code :-  
(Attach photocopy of the Certificate)
4. Registration under Contract Labour Act :-  
(Attach photocopy of the Certificate)
5. PAN Number :-
6. GST Number :-
7. Experience (last three years) :-

### Contracts executed

S. No.	Year	Name of the Organization	Cost of the work (Executed)	Officer Concd. in the Organization with T.No.	Period	
					From	To
01						
02						
03						

8. **EMD of Rs.5100/- in favour of the "Secretary, CBSE", Delhi has been deposited vide :**

Rs.: \_\_\_\_\_  
DD/BD Nos. \_\_\_\_\_  
Issuing Bank with \_\_\_\_\_  
Date of Issue: \_\_\_\_\_

**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.** \_\_\_\_\_

## **TERMS & CONDITIONS**

### **A. SCOPE OF WORK**

1. Sweeping of areas under occupancy of the Enquiry office & collection of all waste material and its disposal as per law of the land and as per instructions of the C.B.S.E.
2. Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants two (2) times in a day.
3. Sweeping and cleaning of open areas, roads, passage, etc. under the occupancy of Enquiry Office of the Board.
4. Regular dusting/cleaning of office furniture (table and chairs) and equipments, doors, windows, etc. before opening of the office up-to 09:00 AM every day.
5. Provision of cleaning materials/dusters/detergent/disinfectance and other material as necessitated shall be provided in sufficient quantity by the agency, only quality & branded products allowed to be used.
6. 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**

1. Washing and scrubbing of floor areas with detergents and dirt/spots removing agents.
2. Cleaning of sanitary wares without damaging their shine / luster.
3. Removing of stains from floor, doors and partitions etc. by using surf or any suitable detergents, without leaving undesirable spots/cleaning marks.
4. Cleaning of water cooler tanks and space underneath water coolers.

### **C. DUTIES, BEHAVIOUR, 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 shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
3. The agency shall submit the Bio-data and experience details of the manpower supplied to the Board.
4. Sunday would be observed as weekly off, however in case of emergency weekly off can be changed by the Engineer Incharge.
5. In case of exigency/work demand if additional manpower is needed, the agency shall manage within the quoted rates. Nothing extra shall be payable.
6. The Sweeper cum Sewerman shall maintain a diary & note down the complaints daily from the complaint- Register.
7. No T&P shall be issued by the Board. The agency shall be bound to take adequate safety measures for the workmen deployed at site.

**Signature of the Tenderer with seal:**

8. TDS & other statutory deduction shall be made from the monthly bill.
9. The agency would provide mobile to the workers deployed for the work.
10. The Sweeper cum Sewerman will report in the Enquiry Office.
11. The Agency's workers shall not enter-into any unlawful activity within the Board premises and shall have good moral character.
12. 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 or other consequential damages directly or indirectly by any act or omission on the part of the Agency's workers.
13. The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of NCT Delhi applicable for Ghaziabad 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.
14. Insurance and accidents of the workers will be the responsibility of the Agency.
15. 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.
16. 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.

#### **D. GENERAL CONDITIONS**

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 conditions. 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. 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. If the services are not satisfactory and as per terms and conditions, proportionate deduction from monthly payment will be made. Continued poor services will lead to forfeiture.

iii) **Eligibility Criteria:** Agencies having at least 3 years experience in House Keeping works in Multi Storied Building/Hospital/Hotel/Government/Semi Government under taking/Multi National Companies/reputed Private Organizations shall only be eligible to apply.

Signature of the Tenderer with seal : \_\_\_\_\_

### **E. NOTICE OF TERMINATION OF CONTRACT**

The contract can be terminated before completion of one year by the Board without assigning any reasons by giving one month notice in writing.

### **F. 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.

### **G. JURISDICTION**

The Court of Allahabad (UP) will have jurisdiction over all legal disputes under this agreement.

### **H. SECURITY MONEY**

The successful bidder will have to deposit an amount equivalent to 10% of the contract value as security deposit. The amount should be payable through A/c payee D.D./Banker's Cheque in favour of Secretary, C.B.S.E, payable at Delhi. The security deposit shall be refunded to the Agency within sixty days beyond the date of completion of all contractual obligations by the Agency.

### **I. RATES**

Rates may be charged per month for whole unit including covered area, surrounding area, lobbies, corridors, toilets, etc. for all the items of works including cost of materials. The rates once decided shall be final. Upward revision of rates will be made during the concurrency of agreement provided there is enhancement of "minimum wages" by the Govt. of NCT Delhi applicable for Ghaziabad.

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.

**Signature of the Tenderer with seal : \_\_\_\_\_**

**Annexure - I**

**List of Material (good quality) to be procured for Sweeping/Cleaning work for enquiry office at engaging office at CBSE, Staff, Qtrs. Brij Vihar, Ghaziabad.**

<b>S. No.</b>	<b>Description of Material</b>
1.	Phenyl (Branded)
2.	Odonil
3.	Vim Powder/Nirma/Surf
4.	Light duty Acid
5.	White Duster/ Floor Duster
6.	Napthaline Ball/Cake (Big/Small size)
7.	Finit with pump
8.	Nariyal Jharoo
9.	Phool Jharoo
10.	Bamboo Jharoo
11.	Dustbin with Lid (Small/Big)
12.	Buckets
13.	Plastic Jugs
14.	Plastic Mugs
15.	Sweeping Brush
16.	Sling Brush
17.	Collin (Branded)
18.	Wiper
19.	Yellow Duster
20.	Bleaching Powder

**Note:** The above mentioned materials shall be got procured in the office before taking over of the site as per direction of the Engineer in charge.

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**CBSE, Staff Quarters, Brij Vihar, Ghaziabad**

**PRICE**

**BID- I**

1.	Name of the Building with address	Central Board of Secondary Education, Staff Quarters Brij Vihar, Ghaziabad
2.	No. of days during the month for which the services are required.	All days except Sunday and Seven Gazetted holidays). Additional charges shall be payable for the work carried out after schedule working hrs and on holidays on pro-rata basis.

Sl. No.	Details	Amount (In Rs...)	
		In Figure	In Words
I.	<b>Fixed (Not negotiable)</b>		
A	Supply of one Sweeper-cum-sewerman (semi skilled) for attending day to day complaint at CBSE, Staff Qtrs. Brij Vihar, Gzb. (working hours 8.30 AM to 4.30 PM). Min. Wages as per notification from the Office of the <b>Labour Commission of Govt. of NCT Delhi applicable for Ghaziabad for Semi Skilled Labour.</b>		
B	Employees Provident Fund charges		
C	E.S.I. Charges		

Contd..2..

Sl. No.	Details	Amount (In Rs..)	
		In Figure	In Words
II.	<b>Negotiable</b>		
A	Service charges (overall %) on labour input as applicable.		
B	Cost of cleaning material & chemical charges lumpsum /per month		
III.	Total charges per month I+II		
IV.	Total Amount for the work		

1. **Service Tax not applicable on educational institutions.**
2. Analysis of rate must be attached with the price bid by the agency.

**Signature of the Tenderers** \_\_\_\_\_  
**Name & Address of Tenderers with seal** \_\_\_\_\_  
 \_\_\_\_\_

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

Place : \_\_\_\_\_

Date :