

**CENTRAL BOARD OF SECONDARY EDUCATION REGIONAL
OFFICE BUILDING**

SECTOR – 5, PANCHKULA – 134152 (HARYANA)

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TENDER NOTICE

Sealed tenders are invited from Panchkula based reputed registered housekeeping agencies on behalf of the Secretary, CBSE for providing Housekeeping Services (Sweeping & cleaning) at CBSE, Regional Office, 1-7, Sector – 5, Panchkula (Haryana) . The agencies having atleast 3 years experience in housekeeping work in multistoried building/hospitals/Govt./Semi Govt. undertaking shall only be eligible to apply.

The tender form alongwith specification, terms and conditions and other details can be obtain from the CBSE Regional Office, office Building, 1-7, Sector- 5, Panchkula, Haryana -134152 on any working day between 10:00 a.m. to 01.00 p.m. from **12.03.2016 to 22.03.2016** on payment of Rs. 500/- (non-refundable). It can also be downloaded from CBSE website www.cbse.nic.in (In such case, the downloaded form shall be sent alongwith Demand Draft of Rs. 500/- drawn from any Nationalized Bank in favour of Secretary, C.B.S.E., payable at Panchkula). Tender must be accompanied with an earnest money of Rs. 50,000/- in the shape of Bank Draft drawn from any Nationalized Bank in favour of Secretary, C.B.S.E. payable at Panchkula. The earnest money in any other form shall not be accepted and the tender shall be rejected summarily.

The technical bids shall be opened **22.03.2016** in the presence of the tenderers who may wish to be present. The Price bids of technically qualified Agencies shall be opened later, (the date & time for opening the Price bids will be intimated) in the presence of the tenderers who may wish to be present. The CBSE reserves the right to accept any tender in whole or in part or reject it entirely without assigning any reasons, whatsoever.

REGIONAL OFFICER

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CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE BUILDING
OFFICE BUILDING, 1-7, SECTOR – 5, PANCHKULA (HARYANA)

INSTRUCTION TO THE TENDERERS

1. Incomplete and conditional tenders shall be summarily rejected.
2. Rates are to be quoted in words and figures without any cutting/overwriting/erasing.
3. The agency should quote rates after visiting the site that to after proper assessment of the work.
4. Prescribed enclosures are to be attached with the Technical Bid.
5. Technical Bids and Price-Bid should be signed by the same authorised signatory to the agency.
6. The Bids shall be opened on **22.03.2016. at 3:00 PM.** in the presence of the tenderers, who may like to be present.
7. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
8. The tender received without EMD of Rs. 50,000/- and cost of tender documents of Rs. 500/- in the form of DD/ Bankers cheque shall be summarily rejected.

Cost of form : Rs. 500/- (Non-refundable)

Form No : _____

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE BUILDING
OFFICE BUILDING, 1-7, SECTOR – 5, PANCHKULA (HARYANA)**

Last date for receipt of tender: 22.03.2016

**Schedule
Technical Bid**

No. C.B.S.E./R.O./Panchkula/Admn. 2016

1. Credentials of tenderer:-

1.1 Name of the agency : _____
: _____

1.2 Office Address and tel. Nos. : _____
: _____

1.3 Licence No. & Registration details :- _____

1.4 E.P.F A/c No with latest challan :- _____

1.5 PAN no. : _____

1.6 ESÍ Code no. : _____

2. Annual turnover last three Year : _____
(Certified by Chartered Accountant)

Sl. No.	Year	Turn Over
1.		
2.		
3.		
4.		
5.		

3. Experience (last Three years) : _____

3.1 Contracts executed corresponding to the NIT :

Sl. No.	Years	Name of the organisation	Cost of the work (Executed)	Officer Concerned in the organisation with Tl. No	Period (From / To)
1.					
2.					
3.					
4.					
5.					

4. Earnest Money of Rs. 50,000/- in favour of the "Secretary, C.B.S.E., Panchkula" has been deposited vide BD/DD No _____ dated _____.

5. The Price bid of those agencies who qualifying in technical bid will only be opened for consideration.

6. Copy of the supporting documents in r/o information at Serial No. 1 to 3.1 above & EMD must be enclosed.

7. Declaration : All terms & conditions as mentioned in the Tender Documents are acceptable to me/us.

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE
OFFICE BUILDING, 1-7, SECTOR – 5, PANCHKULA (HARYANA)**

GENERAL SPECIFICATION/SCOPE OF WORK

1. Name of the Building : Regional Office Building, Central Board of Secondary Education
2. Address/Location of the Building : office Building, 1-7, Sector – 5, Panchkula (Haryana)
Pin 134152
3. Area of the Building : 48,000sq. ft. approx having about 36 rooms/halls/stores of different sizes, toilets & urinals, corridors, stairs and the open area comprising compound/campus with extra open area on the ground floor approx. measuring 50,000 sq. ft. The areas stated above are only approx. and the parties are advised to see the locations.
4. No. of days during the Month for which Services are required : All days except Sunday and seven, Gazetted holidays. Additional charges for Sweeping & Cleaning etc. on holidays whenever required will be payable extra on pro rata basis.
5. Timing of work :
 - (a) Daily Work : From 07.00 AM to 12.30 PM, 1.30 PM to 4.30 PM (one person up to 6.00 PM)
6. Requirement of minimum : manpower
 - (a) Minimum worker :
 1. Six (06) Nos (u/s);
 2. One – Supervisor for overall supervision of the work (Semi skilled)
 3. One- Sewerman (as & when required)

A. Scope of work.

1. Sweeping of entire areas of the building i.e. open areas roads passages etc. with the boundary of the boards wall and surrounding area of the building and collection of all waste material and its disposal as per instructions of 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 etc. Wet floor duster and detergent, disinfectant and other materials as necessitated shall be provided to the sweepers by the Agency in sufficient quantity. Only quality/branded products shall be allowed to be used. 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 finite 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 venetian blinds are to be cleaned/washed as per site requirements/as ordered/instructions by the Engineer-in-Charge.
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. 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. High quality chemicals & sturdy vacuum cleaner to be used.
8. Provisions of soaps, liquid soaps, naphthalene balls/cakes, odonil cakes etc. as per the requirements. The contractor will ensure that the material above are always available at the prescribed locations in the lavatories.
9. Providing long towels in each toilets is mandatory and this exercise shall be carried out daily by replacing them with washed one.
10. List of items/cleaning materials required are attached vide **Annex II**.
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.

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. Acid cleaning of sanitary wares without damaging their shine/luster.
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, Behavior 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. 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 Govt. of Panchkula. The Agency has to provide facility like provident fund, 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.
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 calculation of the day to day consumption of materials as well as to quoting rates accordingly.
14. Labour license, EPF & ESI certificates, Sale Tax Reg. no. PAN etc must be attached with the Technical Bid.

15. The minimum staff required compulsorily for C.B.S.E., Regional Office, Panchkula shall be Seven (7) workers on regular basis with Identity Card during course of duty.

16. The manpower deployed by the Agency must put on their uniform.

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 defaults on the part of the Agency.

20. The agency shall deposit the materials listed as per Annexure – II with the Board & the same shall be issued time-to-time on weekly basis. In case of short/inferior quality, the Board shall purchase the material at the risk & cost of the agency.

D. General Conditions

1. **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. However, in case of extension of the contract the bidder shall submit under taking that the firm has not supplied/is not supplying/not offered similar service at a price lower than that vary price, with due allowances for elapse time, will be applicable to the present cast and the difference in the cost would be the bidder to the CBSE offered in the present bid in respect of any other ministry/department of Govt. of India & if it is found at any stage that similar services was offered by the bidder to any other ministry/department at a lower rate. 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 unit of the Board "that the work has been done satisfactorily".

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

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

5. **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.

6. Penal Clause:

- a. If toilets are found stinking Rs. 200/- per reported incident will be levied.
- b. If soaps, liquid soaps, naphthalene balls/cakes odonil cakes etc. are not found in the toilets Rs. 150/- per reported incident will be levied.
- c. If corridors are found dirty & filthy, Rs. 100/- per reported incident will be levied.

- d. If staircases are found dirty & filthy Rs. 100/- per reported incident will be levied.
- e. If open spaces including parking area are found dirty & filthy Rs. 50/- per reported incident will be levied.
- f. If terraces are found dirty & filthy Rs. 50/- per reported incident will be levied.
- 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, naphthalene balls/cakes, finite, 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 before purchase by Engineer-in- Charge of maintenance.
- G. **Supervision/Inspection.** The agency representative will report to the officer incharge once in a week for status of work.
- H. **Jurisdiction.** The Court of Chandigarh will have jurisdiction over all legal disputes under this agreement.
- I. **E.M.D.** The Tender will be accepted only alongwith earnest money of Rs.50,000/- through Demand Draft in favour of Secretary, C.B.S.E., payable at Panchkul.
- K. **Security Money.** The successful bidder will have to deposit an amount of @ 10% of the total contract value as security deposit. The amount should be payable through D.D./B.D. in favour of secretary, C.B.S.E. payable at Panchkula. The security deposit shall be refunded to the Agency after sixty days of completion of all contractual obligation 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.
- 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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ELIGIBILITY CRITERIA

1. The tenderer must have Average Annual Turnover of Rs. 15 Lakh or more during the last three financial years i.e. 2012-13, 2013-14 & 2014-15.
2. The tenderer should have minimum three years past experience of providing housekeeping services to the Central/State Govt. and Educational Institutions/Any Board/University (Attach documentary evidence in technical bids).

**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE BUILDING
OFFICE BUILDING, 1-7, SECTOR – 5, PANCHKULA (HARYANA)**

Last date for receipt of tender: 22.03.2016

upto 01:00 p.m.

PRICE BID- I

1.	Name of the Building with address	CENTRAL BOARD OF SECONDARY EDUCATION, REGIONAL OFFICE BUILDING, OFFICE BUILDING, 1-7, SECTOR – 5, PANCHKULA (HARYANA)
2.	Area of Buildings	1. Covered area 48000 sq.ft. approx. having about 36 rooms/halls/stores of different sizes, toilets & urinals, corridors, stairs and the open area comprising compound/ campus with extra open area on the ground floor approx. Measuring 50,000 sq. ft. The areas stated above are only approx. and the parties are advised to see the locatins.
3.	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.

Sl. No.	Details	In Figure	Amount (In Rs...) In Words
1.	Fixed (Not negotiable)		
A	Min. Wages as per notification from the Office of the Labour Commission of Government of Panchkula for Unskilled/semi skilled Labour (State Labour Commissioner notification is to be enclosed). Requirement of minimum manpower & for other details Scope of work/ general specification may be referred.		
B	Employees Provident Fund charges @ 12%+Administrative charges 1.36%(as applicable).		
C	E.S.I. Charges @ 4.75%.		

Contd. from pre page.

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

1. Service Tax not applicable on Housekeeping services for educational institutions.
2. Analysis of rate must be attached with the price bid by the agency is compulsory. If not attach, the price bid will not be considered.

Signature of the Tenderers_____ Name &
Address of Tenderers with seal_____

Telephone/Mobile No. _____ Place :

Date :

**LIST OF MATERIAL TO BE SUPPLIED FOR DAY TO DAY CONSUMPTION
AT REGIONAL OFFICE, CBSE, PANCHKULA**

Sl. No.	Description of material	Total Minimum qty required per month consumption	Rate (In Rs....)	Total cost (In Rs...)
1.	Phenyl (Doctor Brand)	12 Litre		
2.	Sanitizer Cubes (A1 Brand)	100 Pcs		
3.	Air Freshener (V-Fresh/ Odonil)	30 Pcs		
4.	Liquid Soap (Fem)	15 Litre		
5.	Chemical for floor cleaning	1 Litre		
6.	Floor Duster (24"x24")	30 Pcs		
7.	Room Freshener Premium/Odonil)	10 Pcs		
8.	Brasso Polish	100 gm		
9.	Glass Cleaner (V-Cline/Colin 500ml bottle) (Branded)	10 Pcs		
10.	Floor Cleaner (LOC Make)	8 Litre		
11.	Bleaching powder	2 Kg		
12.	V-Toilet Cleaner (500ml Bottle)	15 Pcs		
13.	Yellow Duster	10Pcs		
14.	Hard Long Broom	2 Pcs		
15.	Soft Broom	15 Pcs		
16.	Hard Broom	6 Pcs		
17.	Water closet brush	10 Pcs		
18.	Finite with pump	5 Litre		
19.	Vipers	10 Nos		
20.	Thinner	1 Litre		
21.	White dusters	24 Nos		
22.	Lizol Cleaner	8 Litre		

Total Cost

Note: The above quantity of material shall have to be supplied every month by the Agency and its quality is to be adhered to. In case, agency quotes the rate below actual market value for the above items, then the Bid will be summarily rejected.

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

Telephone/Mobile No. _____

Place : _____

Date : _____

CALCULATION SHEET ON THE BASIS OF MARKET RATE
(LIST OF ACCESSORIES TO BE PROCURED FOR A CONTRACT PERIOD - ONE TIME)

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

(Rupees _____)

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

Telephone/Mobile No. _____

Place : _____

Date : _____

CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE BUILDING
OFFICE BUILDING, 1-7, SECTOR - 5, PANCHKULA (HARYANA)

RENTAL CHARGES OF MECHENICAL CLEANING EQUIPMENTS

PRICE BID - II

S. No.	Type of Machine	Recommended Brand & Model (Enclosed)	Number of machines required	Quoted rental charges per unit	Quoted amount
1.	Single Disc scrubber		1		
2.	Wet & Dry Vacuum cleaner		1		
3.	Dry vacuum cleaner		1		
4.	High pressure		1		
Total Charges					

Signature of the Tenderers_____

Name & Address of Tenderers with seal_____

Telephone/Mobile No. _____

Place : _____

Date : _____

Recommended Brand & Model

S. No.	Type of Machine	Eureka Model	Johnson Diversey model	Number of machines required	Number of machines required
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 a machine, the Contractor shall provide the replace immediately the faulty machine at his own cost and risk.
4. The Client possesses one machine and Eureka Tripla 85 B Ride On Heavy Duty Scrubber Drier, about 6-7 months old. The repair and maintenance of the machine shall also be the responsibility of the Contractor.
5. The prices should be quoted separately for each of the model in Price bid.

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REGIONAL OFFICE BUILDING
OFFICE BUILDING, 1-7, SECTOR - 5, PANCHKULA (HARYANA)

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2. Rates are to be quoted in words and figures without any cutting/overwriting/erasing.
3. The agency should quote rates after visiting the site that to after proper assessment of the work.
4. Prescribed enclosures are to be attached with the Technical Bid.
5. Technical Bids and Price-Bid should be signed by the same authorised signatory to the agency.
6. The Bids shall be opened on 22.03.16 at 3.00 in the presence of the tenderers, who may like to be present.
7. Any additional information required by CBSE in respect of the work experience shall be submitted by the tenderers within three days, failing which the offer shall not be entertained.
8. The tender received without EMD of Rs. 50,000/- and cost of tender documents of Rs. 500/- in the form of DD/ Bankers cheque shall be summarily rejected.