

ADVANCED TECHNICAL TRAINING CENTRE
AN ISO 9001 CERTIFIED INSTITUTE
BARDANG, SINGTAM, EAST SIKKIM - 737134

Telephones: (03592) 233482

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**COMPETITIVE BIDDING FOR SERVICES OF
CLEANING AND HOUSE KEEPING (SAFAIKARMACHARI) OF ADVANCED TECHNICAL
TRAINING CENTRE**

BID REFERENCE : ATTC/ADM/2017/2

LAST DATE AND TIME FOR RECEIPT OF BIDS : 24.03.2017 upto 1600hrs

TIME AND DATE OF OPENING OF BIDS : 25.03.2017 AT 1200hrs

PLACE OF OPENING OF BIDS : CONFERENCE ROOM, DIRECTORATE OF TECHNICAL EDUCATION

ADDRESS FOR COMMUNICATION : ATTC BARDANG, SINGTAM, EAST SIKKIM - 737134

SECTION – I

INVITATION FOR BIDS (IFB)

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INVITATION FOR BIDS (IFB)

1. The Principal, ATTC Bardang, now invites sealed bids on behalf of Advanced Technical Training Centre from eligible bidders for Services for cleaning and house keeping (Safai Karmachari)
2. Interested eligible Bidders may obtain further information from the office of The Manager (Administration), ATTC Bardang, Singtam, East Sikkim - 737134
3. The price to be bid will be based on minimum cumulative charges for 10 employees inclusive of EPF per month.
4. All bids must be accompanied by a bid security (in a **separate** sealed envelope) in favour of **THE PRINCIPAL, ATTC** as specified in the bid document and must be delivered to the above office at the date and time indicated above.
5. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.
6. In the event of the date specified for bid receipt and opening declared as a public holiday in office of ATTC, Bardang the date for submission of bids and opening of bids will be the following working day at the appointed times.

SECTION - II

PRICE BID FOR CLEANING AND HOUSE KEEPING (SAFAIKARMACHARI)

PRICE BID FOR SERVICES OF CLEANING AND HOUSE KEEPING (SAFAIKARMACHARI)

(To be filled up and submitted by bidder)

1. Name of the contractor:.....
2. Father's Name:.....
3. Trade Licence Number:.....
4. Firm Registration Number:.....
5. EPF and ESI Registration Number.....
6. Nationality:.....
(Enclose Copy of Supporting Document)
7. Income Tax Clearance certificate for the last two year Enclosed(Yes/NO)
8. Clearance from Labour Department, Govt. Of Sikkim for House Keeping Services enclosed(Yes/No)
9. Details of Experience Certificate (enclose Supporting Document)
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.....
.....
10. Monthly Charges for 10 employees (both in words and figure)

Quoted by Bidder: Rs(Rupees.....)
11. Permanent Address.....
.....
.....
12. Correspondence Address.....
.....
.....
13. Contact Numbers.....

EMD of Rs 10,000/- enclosed vide D.D Numberdated.....

The information furnished above is correct to the best of my knowledge.

(Signature of the Bidder with Name, Full Address and Date)

SECTION - III

SCOPE OF WORK &

TERMS AND CONDITIONS OF CONTRACT

SCOPE OF WORK -- SECTION III

a) Items of work to be done generally daily.

1. i) Sweeping of entire areas of the building, classrooms and collection of all waste material and its disposal as per instructions of the Incharge of this Office.
2. ii) Cleaning of the floor area with mechanical as well as manual needs to be provided. 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 especially in the area like corridors, lifts and reception etc. Spray of Room Freshener in the rooms etc. is obligatory.
3. iii) Cleaning and washing of toilets and urinals using deodorants, detergents and disinfectants once in the morning and again in the afternoon.
4. 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 Incharge of this Office.
5. v) In case of shortage of water or non-availability of water, bringing water from the outside for cleaning (to be arranged by the Agency).
6. vi) Regular dusting/cleaning of office furniture (table and chairs) and equipment's, 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.
7. vii) Provisions of soaps, liquid soaps, naphthaline balls/cakes, odonil cakes etc. as per the requirements. The Contractor will ensure that the materials mentioned above are always available at the store.
8. viii) List of items/cleaning materials to be used are as per annexure.

b) Items of work to be done generally once in a week:

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

c) Duties, Behavior, Staff Requirement etc:

1. i) The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
2. ii) The Agency staff shall not disturb the employees of this Office or make any sort of noise in the premises.
3. iii) The Agency's workers shall be polite, courteous, well behaved and honest.
4. iv) The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
5. 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.

6. The Agency's workers shall not enter-into any unlawful activity within this Office premises and shall have good moral character.
7. This Office 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.
8. The Agency shall be directly responsible for payment of the wages, which should not be less than minimum wages prescribed by Govt. of Sikkim and statutory benefits available under the rules to its employees. This Office shall not entertain any such claim of the persons employed by the Agency.
9. Insurance and accidents of the workers will be the responsibility of the Agency. All the workers of the Agency shall be free from infectious/contagious diseases.
10. 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 this Office.
11. Agency shall deploy 10 number of workers along with a Supervisor to ensure that the work is done to the satisfaction of this Office.

TERMS AND CONDITIONS OF CONTRACT

A) The contractor shall have to provide sweeping, cleaning and gardening services to ATTC, Bardang, East Sikkim at various locations of the institute as given below.

a. Academic & Administrative Block.

- i. The corridors are to be swept and mopped daily.
- ii. The toilets are to be cleaned twice a day.
- iii. The Classrooms are to be swept daily and black/ green boards cleaned with dry and wet cloth daily.
- iv. The terrace are to be swept once in a week.
- v. General compound till the campus gate has to be swept daily.
- vi. The plinth area around the building has to be swept daily and all papers/waste materials disposed off properly.

b. Hostel (Boys, ATTC and Girls Hostel, Shanti Nagar)

- i. The corridors, common rooms and staircases has to be cleaned and mopped up once a day.
- ii. Toilets are to be cleaned twice a day.
- iii. The plinth area around the building has to be swept daily and all papers/waste materials disposed off properly.
- iv. The drains are to be cleaned once a week.
- v. Lady Safai Karmacharis should be provided for the Girls' Hostel.
- vi. The terrace has to be cleaned once a week.

c. Staff Housing (Principal, HOD, Lecturer, Support Staff)

- i. The common area at all levels and staircases will be swept and mopped daily. The garbage bins will be emptied and the garbage disposed off daily.
- ii. The plinth area around the building has to be swept daily.
- iii. The terrace has to be cleaned once a week.

d. Guest House

- i. Thorough cleaning has to be done as and when required.

e. Sub Station

- i. The plinth area around the building has to be swept daily and rooms has to be swept as and when required.

f. Multipurpose Hall

- i. The hall, toilet and surrounding areas are to be swept and cleaned at least twice a week.
- ii. Plinth area around the building has to be swept daily.

g. Road and Drains

- i. Roads and drains are to be kept clean at all times.
- ii. The grass in the roadsides and walls are to be removed twice in a month.

h. Gardening

Seasonal flowers, trees and plants are to be planted and maintained regularly.

B) The contract will also be subject to following terms and conditions: -

1. The Contractor shall provide a minimum of 10 (ten) Safai Karmacharis (or more as requisitioned from time to time) to cover the above-mentioned areas.
2. Supervisor should be present on daily basis for supervising the daily work and should report to Administration Manager and Hostel warden.
3. The Contractor shall undertake grass cutting in vacant areas as and when required. The work shall be detailed by the Manager and Hostel warden.
4. The Institute will pay additional charges as determined by Institute for any additional works assigned to the Contractor which do not fall within the scope of this contract and are not specified anywhere in this contract.
5. It will be the responsibility of the contractor to deposit the amount of EPF in the EPF office every month. The EPF and ESI share shall be paid from the employer's side.
6. The rate of wages is subject to change as per revision of minimum wages rates by State Government from time to time.
7. All materials such as brooms, mops, buckets, cleaning cloth, phenyl, colin, naphthalene balls, aromax, towel, odonil, room freshener etc and all tools and implements required for cleaning and gardening will be provided by ATTC. However, the contractor will be paid additional Rs.5000/- per month if he is asked to supply the monthly materials as per Annexure I.
8. Contractor in consultation with and under intimation to Institute will issue the duty schedules for the Safai Karmacharis and should allot duty on rotation basis for the safai Karmachari of the main campus as well as safaikarmacharis working in shanti Nagar Complex.
9. The contractor will not violate laws including Labour laws relevant to the State.
10. The Institute will not make direct payment of any nature whatsoever to the workers.
11. The Safai Karmacharis will carry out all the work assigned by the person authorized by the Institute without any hesitation.
12. The Contractor will observe all safety measures for his workers.
13. In case the Institute finds the service of any worker unsatisfactory, the Contractor should arrange the replacement of such person concerned within eight days on receipt of such notice in writing from the Institute.

14. EMD of Rs. 10,000/- (ten thousand only) in the form of Demand Draft favouring Principal ATTC payable at SBI, Majitar is to be deposited along with bid/tender, which will be returned if the contract is not awarded to the bidder.
15. The EMD of the Successful bidder will be returned on furnishing the requisite Security Deposit of Rs.1,00,000/- (Rupees One Lakh only) which must be in the form of FDR (Fixed Deposit Receipt) in name of Principal, ATTC and submitted within fifteen days of the award of contract failing which the contract shall stand terminated. This Security Deposit will be refunded (only the principal amount) on termination of the Contract after adjusting all pending dues on account of demurrages and other recoverable dues.
16. Daily attendance shall be taken at 7.45 am and 4.00 pm in the evening. Half an hour break from 12.00 am to 12.30 pm shall be followed by the Safaikarmachari. The surprise attendance and inspection of the quality of work shall be taken any time during working hours. In case of any absent from the duty and not found in work as assigned shall be handled strictly and reduction from daily wages shall be made.
17. Particulars to be Submitted in by the Bidder
 - a) Name of the Agency
 - b) Date of establishment of the agency.
 - c) Detailed office address of the Agency with Office Telephone Number, Fax No.
 - d) Mobile Number and name of the contact person
 - e) Whether registered with all concerned Government Authorities (Copies of all certificates of registration to be enclosed.)
 - f) PF Registratin No:
 - g) ESI Registration no:
 - h) Labour License : (Attach photocopy of the Certificate)
 - i) PAN/TAN Number (copy to be enclosed)
 - j)Service Tax Registration Number (copy to be enclosed)
 - k)Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.(If no, a certificate is to attached in this regard.)
 - L) List of clients and experience in the field.
 - M) Details of Contracts executed of similar works
 - N) Whether a copy of the terms and conditions, duly signed, in token of acceptance of the same, is attached.

Date:

Place: Seal of the Agency

(Signature)

