

GENERAL INSTRUCTIONS & TENDER DOCUMENT

FOR CARRYING OUT CLEANLINESS SERVICES

**DUE ON 14/10/2019
AT 01:00 P.M.**

**OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC KANGRA
DISTT. KANGRA (HP).-176001**

GENERAL INFORMATION

TENDER FOR CLEANLINESS SERVICES

TENDER REFERENCE : GPK/ESSTT./TENDER/1/ 2019-20

LAST DATE AND TIME FOR
RECEIPT OF TENDER : 14/10/2019 at 1:00 P. M.

TIME AND DATE OF OPENING
OF TENDER : 14/10/2019 at 3:00 P. M.

PLACE OF OPENING OF TENDER: Conference Room
Govt. Polytechnic Kangra,
Distt. Kangra Pin- 176001.

ADDRESS FOR COMMUNICATION: Principal, Govt. Polytechnic, Kangra, Distt. Kangra (H.P.)

**OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC KANGRA
DISTT. KANGRA (HP).-176001**

Sealed tenders on prescribed form are invited for providing cleanliness services at Govt. Polytechnic Kangra, Distt. Kangra, HP, 176001 for a period of one year, extendable further on the recommendation of the institutional committee subject to satisfactory work of the contractor. The tender should reach this office latest by 01:00 PM on or before 14/10/2019. The tenders shall be opened on the same day at 03:00 P.M. in the presence of tenderers or their authorized representatives who wish to be present.

If the office happens to be closed on the date of opening of the bids as specified, the bid will be opened on the next working day at the same time and venue.

The detailed Terms & Conditions of The tender are as under:

1. Cost of tender form by cash or by downloading from the institutional website (www.gpkangra.com) is Rs. 500/-(Rupees five hundred only) and by post is Rs. 550/-. The Bank Draft should be in favour of the Principal Govt. Polytechnic Kangra payable at State Bank of India Kangra. The cost of tender is non refundable.
2. The tenderer will have to deposit an earnest Money of Rs. 5,000/-(Rs. Five thousand only) in the shape of Bank Guarantee or Fixed deposit Receipt duly pledged in favour of the Principal Govt. Polytechnic Kangra (H.P) with the tender.
3. The contract will be for one year in the first instance. However, the contract can be extended further on the recommendation of the institutional committee subject to satisfactory work of the contractor.
4. The contractor/agency should be approved/recognized/registered by GOI/State Govt. for providing similar services.
5. The contractor shall have to arrange the material required for cleanliness services of campus, toilets etc. such as different types of brooms, phenyl, acid, Naphthalene ball, gloves, urinal mats, urinal cakes, mops etc.
6. This is a technical institute and the agency is required to keep the office, labs & toilets/ Hostels neat & clean. Therefore, in order to add the monthly cost of, the firm's representative may visit and assess the work/requirement before submitting the tender.
7. The institute shall not be responsible for any type of injuries accidents etc. to workers engaged by the contractor during the course of duty in the polytechnic.
8. The contractor shall be responsible for the conduct and behavior of the workers and if any employee is found misbehaving with any staff member/student of the institute, the contractor shall terminate the service of such employees on the recommendation of the officer designated by the Principal Govt. Polytechnic Kangra and provide his/her substitute immediately.
9. The Contractor shall issue necessary instructions to its workers to act upon the instructions given by the authorized officer(s) of the institute.
10. The contractor must attach a valid labour licence/certificate duly issued by Labour Department, Govt. of Himachal Pradesh for such works.

11. The contractor shall have a minimum experience of at least two years in the field for providing cleanliness services and should have running contracts of similar services in Govt./semi Govt. offices/Private institutions/organizations.
12. The contractor has to regularly furnish a daily duty roster including the number and names of the workers engaged for cleanliness of polytechnic Campus/premises.
13. The Institute shall not be directly responsible for the payment of wages to the contractor's workers. It shall be the responsibility of the contractor to make regular payment to the workers engaged by him as per the Minimum Wages fixed by H.P Govt. from time to time.
14. Revision of minimum wages as applicable as per revised circular of the state Labour Commissioner or state Govt. from time to time will be considered subject to submission of application along with notification by the agency.
15. In the event of injury, illness or mishappening to any worker, the institute will not be liable to pay any compensation.
16. The contractor shall have to furnish a Contract performance security in the form of bank guarantee equal to 5% of the total contract value quoted by him, which is refundable after successful execution/completion of the contract. In case the work is not found proper /satisfactory, the security will/shall be forfeited and contract shall be liable to be terminated. This performance security shall be over and above the EMD submitted along with the tender.
17. The payment shall be made on monthly basis through Cheque(s).
18. The record of payment made to the workers by the contractor should be kept in a register, which may be examined by the institute at any time on requirement basis.
19. The contractor himself or his authorized representative shall be available as and when required for solving any problem and he will be answerable to the institutional authority.
20. The Contractor shall not appoint any sub company/agency to carry out any obligation under the contract.
21. None of the worker of the contractor shall enter into any kind of private work at different locations of the institution during working hours.
22. The workers of the contractor should have the knowledge of local dialect, good character and sound health. The workers should not be below 18 years and above 55 years of age. The contractor shall maintain a complaint book which will be made available in this office
23. The contractor shall abide by all laws of the land including Labour Laws, ESI, PF, income Tax, GST or any other taxes levied by the Government. Deduction liabilities, welfare measures of its workers and all other obligation that enjoin in such cases and are not sensationally enumerated and defined herein through any such onus shall be the exclusive responsibility of the contractor and it shall not involve the institute in any way whatsoever.
24. GST reimbursement, if applicable, shall only be allowed after the production of GST payment receipt to the concerned department.
25. Worker(s) to be deployed should be Bonafide Himachali, having know how of local language & culture.
26. Tenderer must submit tax clearance certificate showing the clearance of taxes up to 31st march of the preceding year, issued by the concerned assessing authority.
27. Tenderer must submit the registration certificate with Excise & Taxation Department showing the registration of his business activity.
28. Tenderer must submit the self attested copy of PAN Card & Aadhar Card as identity proof.
29. The tenderer must submit an affidavit of Non-Blacklisting of the firm duly attested by the

- Notary Public/Magistrate, certifying that his firm/ company has never been blacklisted by any public authority. Nor have any litigation in any of the labour courts. An affidavit to this effect on Non-judicial stamp paper of Rs.10/- duly notarized should be enclosed with the bid.
30. If the contractor wants to rescind the contract voluntarily or otherwise he is required to give a notice of at least 60 days failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to other party.
 31. In the event of any loss being caused to the Institute on account of negligence of duties by the worker(s) of the Contractor, the same shall be charged from the contractor
 32. The Contractor will not be held responsible for the damages caused to the property of the Institute due to natural calamities like lightning earthquake , flood etc.
 33. The institute reserves the right to accept/reject any or all the bids received without assigning any reasons what so ever. The bid in which any of the particulars and prescribed information is missing or is incomplete in any respect or the prescribed condition are not fulfilled shall be considered nonresponsive and are liable to be rejected.
 34. The contractor shall maintain all necessary registers and display notices as per mandatory requirement under the law of land.
 35. The contractor shall disburse the wages to the workers before 7th day of every month from his own sources and simultaneously raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc.
 36. The contractor shall abide by any other instruction given by the Principal Polytechnic Kangra or by the office Incharge deputed for the said purpose from time to time.
 37. The tenderers are advised to be present alongwith original documents at the time of opening of tender for any kind of clarification with regard to documents submitted.
 38. The successful bidder shall be required to execute the contract agreement accepting all terms & conditions stipulated herein on a non judicial stamp paper worth 100/- within 15 days from the issue of the letter of acceptance of bid. In the event of failure on the part of the successful bidder to sign the contract within a period stipulated above, the EMD shall be forfeited and the acceptance of the bid shall be considered as cancelled.
 39. If any tender is found inconsistent with the aforesaid terms & conditions, it shall be rejected without any notice.
 40. In case if any of the worker deployed by the contractor remained absent from duty, contractor is required to send his/her replacement so that work could not suffer and cleanliness of the institute shall be maintained, failing which the proportionate amount to be paid shall be deducted from the monthly payment.

**Principal
Govt. Polytechnic Kangra**

All the above mentioned terms and conditions from S.No.1 to 40 are acceptable to us.

Signature of Tenderer with stamp

ANNEXURE – “A”

DOCUMENTS TO BE ATTACHED WITH THE TENDER FORM

Bid must include the following self attested photocopies of the documents:

S.No.	Details of Documents	Number and date etc, of the documents attached/Remarks
1.	Earnest money of Rs. 5000/- in the shape of Bank Guarantee or Fixed deposit Receipt duly pledged in favour of the Principal Govt. Polytechnic Kangra, Distt. Kangra (HP).	
2.	Identity Card of the Contractor/Owner of the Agency/Firm	
3.	Profile of the Agency/Firm/ Contractor	
4.	Certificate of Registration of firm	
5.	Labour Licence and registration certificate for Manpower Supply	
6.	PF Registration	
7.	ESI/ GIS Registration, if any, as applicable.	
8.	PAN Card & AADHAR Card	
9.	Goods & Service Tax Registration	
10.	Tax clearance certificate showing the clearance of taxes up to 31st march of the preceding year.	
11.	Minimum experience of at least two years in the field for providing sanitation & cleanliness services	
12.	Affidavit of Non-Blacklisting of the firm.	
13.	Any other relevant information	

Signature of Tenderer with stamp

ANNEXURE- "B"

Scope of Work

1. The Contractor shall provide the Cleanliness to the following premise:

- Office premises of administrative and all teaching departments & Workshop.
- Hostel / Multipurpose Hall/ Library.
- Canteen area.
- Compounds and surroundings of all buildings.
- Main Campus Road and approach roads to various buildings located within the Campus.
- During vacations period or any institutional function, area of other buildings within the campus as per the requirement shall have to be cleaned.

2. The contractor shall provide the Cleanliness in the Institute Campus like:-

- a) Cleaning of premises including toilets, office rooms, Conference Room, cleaning of floor/carpets in areas covered with carpets, etc.
- b) Dusting and cleaning of doors, windows, fans, furniture, ventilators, blinds, benches and removing of cobwebs etc.
- c) The contractor shall also be required to perform spraying/fumigation of disinfectant /insecticide in all rooms in the Institute Premises. The firm will have to make all necessary arrangements like machines, disinfectant/insecticide by itself.
- d) Removal of garbage, cleaning and inspection of drainage & sewage system.
- e) Scrubbing the floors in the rooms and subsequently drying of floors with mop.
- f) Cleaning of water coolers, glasses of doors, windows, ceiling fans, blinds, carpets and ventilators of all areas specified above by liquid soap/chemical/detergent.
- G) Cleaning of open drains and channels and uprooting of grass, wild bushes etc. and disposal of material so uprooted.

3. Cleaning of Toilets

Toilets need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins, and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid, liquid soap etc. on daily basis. Soap containers need to be kept filled at all time and naphthalene balls/ urinal cakes in urinal pots and air freshener/naphthalene ball/toilet paper etc. also needs to be provided as per requirement. The Cleaning Personnel should be exclusively deputed on regular basis to undertake regular cleaning of the toilets.

4. In the event of injury, illness or mis-happening to any worker, the institute will not be liable to any compensation.
5. The workers have to bring any untoward incidence in the knowledge of the Incharge, Cleanliness immediately.
6. If the contractor wants to resign the contract voluntarily or otherwise he is required to give a notice of at least 60 days failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
7. Normal timing shall be from **8:00 AM to 4:00 PM** daily, however in case of urgency/emergency, the workers can be deployed beyond the normal duty hours.
8. Govt, Polytechnic Kangra is a No Smoking Zone. The contractor should ensure that his employees DO NOT SMOKE while working in the Govt. Polytechnic Kangra campus. They will also not indulge in drinking alcohol OR any other antioxidants or take drugs/ Pan, Tobacco etc.

9. Tribunal of Arbitration:

Any dispute arising out of a contract between the institute and contractor/tenderer shall be under the jurisdiction of Local Kangra Court.

NOTE: This is a technical institute and the agency is required to keep the office, labs & toilets/ Hostels neat & clean. Therefore, in order to add the cost of material, the firm's representative may visit and assess the work/requirement before submitting the tender.

Signature of Tenderer with stamp

**Sd/-
Principal
Govt. Polytechnic Kangra**

ANNEXURE-“C”

Price Bid

1. Area of Buildings to be cleaned :
 - (i) Boys Hostel : 2657.22 Sqm
 - (ii) Girls Hostel : 1017.71 Sqm
 - (iii) Admin Block II : 2850.48 Sqm
 - (iv) Admin Block I : 866.00 Sqm
 - (v) Multipurpose Hall : 814.00 Sqm
 - (vi) Workshop Block : 2358.00 Sqm

TOTAL AREA : 10563.41 Sqm

2. Minimum workers required for cleanliness of above said area :

3. Rate quoted per worker per month including EPF, ESI, taxes etc. along with complete details :

4. Cost of material to be used per month :

5. Administrative / Service charges per month :

6. Total amount {(No. of workers x Rate quoted per worker per month)+ Cost of material per month + Administrative Charges per month} :

Signature of Tenderer with stamp

**OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC KANGRA
DISTT. KANGRA (HP).-176001
(An ISO 9001:2015 Certified Institute)
(Phone No: 01892265025, 262285, Email id : gpckangra@gmail.com)**

TENDER NOTICE

Sealed tenders on prescribed form(s) are invited for carrying out cleanliness services at Govt. Polytechnic Kangra, Distt. Kangra, (H.P)-176001 for a period of one year (extendable further on recommendation of the institutional committee) so as to reach this office by 01:00 PM on or before 14.10.2019. The tenders shall be opened on the same day at 03:00 P.M. in the presence of tenderers or their authorized representatives who wish to be present. If the office happens to be closed on the date of opening of the bids as specified, the bid will be opened on the next working day at the same time and venue.

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