

Tender for Housekeeping & Sanitation in AERC

**NOTICE INVITING TENDERS NO. 8/2016
FOR PROVIDING
HOUSEKEEPING AND SANITATION SERVICES
in Assam Electricity Regulatory Commission, Guwahati**

Sealed tenders are invited from individual/firm/company having expertise and capacity to provide cleaning and housekeeping services with trained manpower for the office of the AERC, Assam Guwahati for a period of two years on contract basis which may be extended on satisfactory performances for a further period on mutual consent.

Last date for submission of tender(s) is 16.07.2016 upto 2 PM. Tender is to be deposited in the tender box to be kept at AERC office.

Tender will be opened in presence of bidder (s) or their authorised representatives who wishes to remain present on 16.07.2016 at 3 PM in the Office of AERC.

In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time and at same place. The tenders received after the above said scheduled date and time will not be considered. Submission of tender by any other mode i.e. by the post/ FAX/ email etc will not be entertained. The tender document may be downloaded from the Commission's website or may be collected from the office of the Commission during office hours of the working day.

**The Secretary
Assam Electricity Regulatory Commission
ASEB campus, Dwarandhar, six Miles Guwahati 781022**

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INSTRUCTIONS TO BIDDERS

1. GENERAL:-

1.1 The present tender is being invited for Sanitation and Housekeeping Services under which the contractor shall provide uniformed trained personnel to provide sanitation and housekeeping of the building, equipments, materials, as specified in the SCOPE OF WORK, in AERC. (Annexure – II)

2. ELIGIBILITY:- will be counted on two factors: i) period of experiences and ii) turnover as detailed below:

2.1. Individual (s)/ Entity (s) who is/are providing similar kind of services for at least last three consecutive years and having annual average turnover of Rs 50 lakh and above as per books of accounts during the last three financial years to any of the reputed establishment of Guwahati/Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of Assam or any other State Government or Public Sector Banks or Local Bodies/Municipalities

2.2. Alternatively financial eligibility may be either as

- (a) Three similar completed works costing not less than Rs.15 lakh; or
- (b) Two similar completed works costing not less than Rs 20 lakh or
- (c) One similar completed work costing not less than Rs 50 lakh.

3. REQUIREMENT:-

3.1. The bidder shall submit full details of ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.2. Bidder must submit copies of all documents required, duly self-attested,

3.3. Bidder is required to ensure that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. Bidder is also to ensure that no agency commission or any payment in regard to materialisation of this contract will be paid and that the tender price will not include any such amount. If the AERC subsequently finds to the contrary, the AERC reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

4. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by self or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. VISIT TO DEPARTMENT:-

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The bidder is required to provide sanitation and housekeeping services to AERC and is advised to visit for identification/ascertainment of volume of work / area coverages as well as operational requirement. The costs of visiting shall be borne by the bidder.

6. TENDER DOCUMENTS:-

6.1. Contents of Tender Documents.

6.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Sanitation and Housekeeping Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Instructions to Bidders
- (c) Terms and Conditions of Contract (Annexure-I)
- (d) Scope of Work (Annexure-II)
- (e) Tender form for providing Sanitation and housekeeping services (Annexure-III)
- (f) Details of area to be covered (Annexure-IV)
- (g) Price Bid (Annexure-V)
- (h) Check list for Bid (Annexure-VI)

6.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

6.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

6.2. CLARIFICATION OF TENDER DOCUMENT:-

6.2.1. The bidder shall check the pages of all documents against page number given, and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the AERC

6.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Secretary AERC, not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will be intimated to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the AERC shall be carried out in writing.

6.2.3. Except for any such written clarification by the AERC, which is expressly stated to be an addendum to the tender document issued by the AERC no other written / oral communication, presentation or explanation by any other employee of the AERC shall be taken to bind or fetter the AERC under the contract.

7. PREPARATION OF BIDS:-

7.1. Language.

The bids and all accompanying document shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

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7.2. BID PRICES:-

7.2.1. Bidder shall quote the **rates on the basis of rates per square metre / per item (determined/identified in consultation with the AERC after pre-submission visit of the Bidder)** in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Sanitation and Housekeeping Services at AERC This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities (like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc.) which should be clearly stated by the contractor.

7.2.2. Conditional bids/offers will be summarily rejected.

7.3. FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by self or by an authorised and empowered representatives of the Bidder..

7.4. Currencies of Bid and Payment:-

7.4.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

7.5. Duration of Contract:-

The contract shall be valid initially for two years and the AERC reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to.

7.6. BID SECURITY:-

7.6.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs.5, 000 (five thousand) in the form of an DD, in favour of the Secretary AERC along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

7.6.2. Any Tender not accompanied by Bid Security shall be rejected.

7.6.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

7.6.4. Bid security of the successful bidder shall be returned on receipt of Performance Security by the Department and after signing the agreement.

7.6.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

7.6.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Department.

7.7. Format and Signing of Bid:-

7.7.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

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7.7.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by the bidder or person duly authorised to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person signing the bid.

7.7.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the AERC, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person signing the bid.

8. Submission of Bids:-

8.1.1. The bidder shall submit the Bid in a sealed cover duly superscripted with the caption '**NOTICE INVITING TENDER FOR PROVIDING SANITATION/HOUSEKEEPING SERVICES**' and addressed to the 'The Secretary, AERC' and will be put in the Tender Box which is available in office of the AERC

8.1.2. The sealed cover should consist of the following documents:-

(a) Earnest Money Deposit for an amount of Rs.5,000 in the form of a DD drawn in favour of The Secretary, AERC.

(b) A sheet of paper containing name, designation, Office/Residential address and office Telephone numbers, of the bidder.

(c) Self attested copy of PAN No. card under Income Tax Act;

(d) Self attested copy of Service Tax Registration Number if any;

(e) Self attested copy of Valid Registration No / Trading Licence no; if any

(f) Self attested copy of valid Provident Fund Registration Number; if any

(g) Self attested copy of valid ESI Registration Number; if any

(h) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;

(i) Proof of Average Annual turnover supported by audited Balance Sheet;

(j) Proof of experience supported by documents from the concerned organizations;

8.1.3. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

8.2 Late and Delayed Tenders:-

8.2.1. Bids must be submitted in the AERC not later than the date and time stipulated in the NIT. However the AERC may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the AERC and the Bidder will remain same.

8.2.2. Any bid received after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

9.1 Bid Opening and Evaluation:-

9.1.1. The authorised representatives of the AERC will open the Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

9.1.2. The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

9.1.3. Conditional bids will also be summarily rejected.

9.2 Right to accept any Bid and to reject any or all Bids:-

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9.2.1. The AERC is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

9.2.2. The AERC may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities / Public Sector Undertakings, etc.

9.2.3. The AERC may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

10.1 Award of Contract:-

10.1.1. The AERC, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

10.1.2. The AERC will communicate the successful bidder by letter, e_mail, telephonic call/ mobile etc that the bid has been accepted. The letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which department will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

10.1.3. The successful bidder will be required to execute a contract agreement within a period of 30 days from the date of issue of Letter of Offer.

10.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of "Letter of Offer" for an amount of Rs.10 (ten thousand in the form of an DD, or Bank Guarantee from a commercial bank in an acceptable form in favour of The Secretary, AERC .The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

10.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

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(ANNEXURE-I) TERMS AND CONDITIONS OF CONTRACT

1. The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
2. The cleaning and housekeeping works are to be carried out in such manners that all premises always look neat and clean.
3. The manpower engaged should be trained in management of waste disposal so that waste disposal is carried out without affecting the environment as per directions of pollution control authorities.
4. It will be the sole responsibility of the contractor that the men engaged are trained and the AERC will not be liable for any mishap, directly or indirectly.
5. All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be eco-friendly.
6. Mechanized equipments, wherever required, will be procured by the contractor.
7. The cleanliness will be periodically checked by the Commission or any person authorized in this regard based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
 - (i) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
 - (ii) Dust or cobwebs etc. on roof, window grills etc.
 - (iii) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
 - (iv) Dirt marks, dust, dryness and odor in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.
8. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, without the knowledge of AERC a penalty equal to double the wages of number of sanitation staff/supervisors absent on that particular day shall be levied and deducted from the contractor's bills.
 - (b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 8(a) shall be levied.
 - (c) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.500/-for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed immediately.
 - (d). In case the contractor fails to commence/execute the work as stipulated in the agreement and/or in case of unsatisfactory performance and/or in the event of failure to meet the statutory requirements of the contract, AERC reserves the right to impose the penalty as detailed below:-
 1. 1% (one per cent) of cost of order/agreement per week, upto four weeks delays.
 2. After four weeks delay the AERC may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will

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be recovered from the defaulter contractor. Further the contractor shall be black listed for a period of four years from participating in such type of tender and the earnest money/security deposit may also be forfeited, if so warranted.

9. If cleanliness is not observed up to the satisfaction of the AERC, a penalty of a minor fine of Rs.100/- per day or Rs.100/- per day per square meter, whichever is higher, or a major fine of Rs.500/- per day per square meter will be imposed on the contractor depending on the objective criteria as above.

10. Minimum number of trained manpower including the Supervisory staff required to do the work has to be specified by the contractor in the tender.

11. The AERC reserves the right to cancel or reject all or any of the tender without assigning any reason.

12. Any act on the part of the Bidder to influence anybody in the AERC is liable to rejection of his tender.

13. Every employee so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at own cost.

14. The contractor shall engage the men/women whose age shall be between 18-50 years.

15. The staff engaged by the contractor shall be available all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the AERC.

16. The contractor shall be responsible for providing replacement staff as well as additional staff as may be required for additional area/work for which prior information have been given.

17. The contractor shall abide by and comply with all the applicable laws and statutory requirements viz covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the personnel engaged by him for sanitation works. It will be the responsibility of the contractor to provide details of manpower deployed, to the AERC.

18. The contractor shall be liable and responsible to provide all the benefits viz. Provident Fund, ESI, Bonus, Gratuity, Leave, etc. to the staff engaged by him. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by the concerned authority against which the PF subscription, relating to an employee should be deposited with the respective PF authorities within scheduled period every month.

19. The AERC shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of duty.

20. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

21. Verification of antecedents of the staffs deployed in AERC rests on the contractor

22. The Contractor will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during the relevant period, shift wise, if any, should be shown..

23. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

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24. The contractor and its staff shall take proper and reasonable precautions to protect from loss, destruction, waste or misuse the property and areas of responsibility given to them by the AERC.

25. The contractor shall be responsible to maintain all property and equipment of the AERC entrusted to it. Any damage or loss caused by contractor's personnel to the AERC in whatever shape would be recovered from the contractor.

26. The contractor will not be held responsible for the damages/sabotage caused to the property of the AERC due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.

27. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the Staff/visitors, especially with female staff/visitors and should project an image of utmost discipline. The AERC shall have right to have any person moved in case of patient/staff/visitor complaints or as decided by representative of the AERC if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

28. The payment would be made on calendar month basis against the bill submitted by the contractor. No other claim on whatever account shall be entertained by the AERC.

29. The AERC may direct the contractor, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the AERC.

30. The contractor will deploy supervisors as per the need given by the AERC. The supervisor shall be required to work as per the instructions of AERC.

31. The contractor shall ensure that its personnel shall not at any time, without the consent of the AERC in writing divulge or make known any trust, accounts matter or transaction undertaken or handled by the AERC and shall not disclose to any information about the affairs of AERC. This clause does not apply to the information, which becomes public knowledge.

32. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

33. Force Majeure:-

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge the obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.

34. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the AERC shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

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35. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the AERC may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the AERC from the contractor.

36. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the AERC, such money shall be deemed to be payable by the contractor to the AERC within seven days. The AERC shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

37. The list of staff going to be deployed shall be made available to the AERC and if any change is required on part of the Department fresh list of staff shall be made available by the contractor after each and every change.

38. The AERC shall not be responsible for providing residential accommodation to any of the personnel of the contractor.

39. The AERC shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The AERC does not recognize any employee employer relationship with any of the workers of the contractor.

40. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the AERC from the contractor. Similarly if any underpayment is discovered, the amount shall be duly paid to the contractor by the AERC.

41. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Department.

42. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every three months.

OBLIGATION OF THE CONTRACTOR:-

43. The contractor shall ensure full compliance with all the applicable laws of India relating to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the AERC fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

44. The AERC will deduct all the deductible taxes at source from the dues due to the contractor at the prevailing rates.

45. Dispute Resolution:-

a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the AERC.

b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of Arbitration shall be borne by the

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respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Guwahati only.

46. JURISDICTION OF COURT:-

The courts at Guwahati shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

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(ANNEXURE-II) SCOPE OF WORK IN AERC

The contractor shall provide the sanitation/housekeeping services in the AERC. The contractor shall ensure hygienic atmosphere and clean environment in AERC.

DUTIES AND RESPONSIBILITY OF SANITATION STAFF:

1. Cleaning of floor areas, vertical finishes (walls) Roof and False ceilings, Glass areas, doors and attached fixture, windows with attached fixtures and frames, Rolling shutters, railings, mirrors aluminium grills, pillars, curtains, slabs, cabinets, almirah with attached fixtures, etc. All the covered area including all rooms, corridors, stair-case, associated bathrooms and toilets of Office on all floors and open area including roads, lawns, paved areas and terrace including overhead water tanks, if any.
2. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
3. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
4. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalin balls, room fresheners, etc. to maintain hygienic atmosphere.
5. Cleaning and maintenance of all the drains within the compound of the AERC.
6. Supply of suitable and adequate number of dustbins, cleaning of dustbins and removal/disposal of collected garbage to an approved location, clearance of segregated bio-medical waste as per the prescribed norms of bio-medical waste disposal at designated places.
7. Pest control, mosquito control including winged pests, larva control and rodent control of the entire campus of the Department in all covered and open area.
8. Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
9. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
10. Cleaning of drinking water coolers, water filters, Desert coolers, Freeze etc.
11. Cleaning of lifts (all components).
12. Cleaning of fire-fighting equipments, CCTV and public address systems, etc.
13. Cleaning of all miscellaneous equipments as available or being provided from time to time.
14. The cleaning of carpets, etc. with modern gadgets shall be done once a week.
15. Sweeping/Cleaning and wet mopping of the main hall of canteen/kitchen/pantry shall be done twice a day.
- 16. Any other provisions as advised by the AERC may be incorporated in the agreement. The same shall also be binding on the contractor.**

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ANNEXURE-III

TENDER FORM FOR PROVIDING HOUSEKEEPING & SANITATION SERVICES (IN AERC)

1. Due date for tender
2. Opening time and date of tender
3. Names, office address and telephone /mobile numbers., e-mail of tenderer

Affix duly Attested
P.P.Size recent
photograph of the
prospective bidder

4. Registration No. and type

5. Name, Designation, Address and Telephone No. of Authorized person , if any.

6. PAN card no

- 7 Provident Fund Account No.

8. ESI Number

9. Licence number under Contract Labour (R&A) Act, if any.

10. Details of Bid Security deposited:

(a) Amount : Rs. _____

(Rupees in words also)

(b) DD No _____

in favour of

(c) Date of issue:

(d) Name of issuing authority:

11 Any other information:

Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address
(with seal)

ANNEXURE-IV

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Details of Area to be cleaned (in AERC)

Sl. No	Details of Floors	Area which requires sweeping, Wet cleaning and scrubbing once in a day (sq.m)	Toilets and passages which require cleaning twice a day (sq.m.)	Only sweeping once in a day (sq.m.)
1.	Ground Floor			
2.	First Floor			
3	Lawns, Parking lots and other open areas			

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(ANNEXURE-V)

PRICE BID

Sl. No	Description of work	Area covered, nos, units etc. and other details of work (To be mentioned after joint measurement with the AERC prior to submission of Tender)	Frequency/ Periodicity	Rate per square metre (in Rs.) (in words and figures)	Monthly amount (in Rs.) (in words and figures)
1	Sweeping in covered area	do	Once in a day and as and when required		
2	Scrubbing, wet cleaning of floor, passages and different types of floor area provided in different rooms and stair cases of the building.	do	Once in a day and as and when required		
3	Sweeping open space like roads, courtyards, garage, parking lots, etc.	do	Once in a day and as and when required		
4	Cleaning open space like lawns, play grounds, etc., where necessary	do	Once in a day and as and when required		
5	Cleaning and sanitation of Toilets and Bath Rooms and passages, etc. attached thereto	do	Twice a day.		
6	Sweeping/ cleaning/ wet mopping of main hall of canteen/kitchen/ pantry	do	Twice a day.		
7	Cleaning of mirrors, dressing tables,	do	Twice in a day		

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	urinal pots and other articles contained in toilets and bath rooms.				
8	Cleaning of different types of doors/window frames/glasses fixed to the doors, windows and fixtures	do	Daily and as and when required)		
9	Cleaning of portable fire extinguishers/ Smoke detectors/Fire detectors/ Fire detection panel, etc.	do	Once in a fortnight.		
10	Cleaning of telephone sets and accessories	do	Daily and as and when required		
11	Cleaning of computers/photocopier machines /other office equipments	do	Daily and as and when required.		
12.	Cleaning of Indoor light fittings/ External light fittings and accessories.	do	Once in a week and as and when required		
13	Cleaning of switch boards/ panels/ distribution boards/ fans/ exhaust fans and accessories	do	DO		
14.	Pest control/ Rodent control/ Mosquito control	do	Once in a fortnight and as and when required (under non-Office hours)		
15	Collection, Segregation and disposal of garbage	do	As and when required (under non-Office hours)		
16	Total (Rupees in figures and words)				

Note:-

Tender for Housekeeping & Sanitation in AERC

1. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the Department for providing neat and clean environment. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges. Cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per square meter. If the minimum wages is revised by the AERC, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract is for two years.
4. Number of workers and the Supervisor to be deployed in AERC needs to be mentioned.
5. The bidders may quote the rates with the cleaning materials of ISI specifications.
6. **All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be ten in such a way that interpolation is not possible. No blanks be left which would be otherwise made the tender liable for rejection.**

Tender for Housekeeping & Sanitation in AERC

ANNEXURE-VI CHECK-LIST FOR BID FOR SANITATION/HOUSEKEEPING SERVICES (IN AERC)

Sl. No.	Documents asked for	Page number at which document is placed
1	Bid Security (EMD) of Rs. _____ (Rupees in words) in the form of DD issued by any scheduled commercial bank in favour of the Secretary, AERC valid for 45 days beyond the Tender validity period	
2	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/ Partners also.	
3	Self-attested copy of the PAN card issued by the Income Tax Department.	
4	Self attested copy of Service Tax Registration No	
5	Self attested copy of valid Registration number of the firm/agency.	
6.	Self attested copy of valid Provident Fund Registration number.	
7.	Self attested copy of valid ESI Registration No	
8	Proof of experiences of last three financial years along with satisfactory performance certificates from the concerned employers	
9	Annual returns of previous three years supported by audited balance sheet	
10	Any other documents, if required and deems necessary	

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Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

Note: The pages of the documents (excluding the tender papers) submitted should be numbered chronologically and mentioned. All submitted documents must be self attested and dated.