

General terms and conditions for the tender

(1) Reference to the invitation of the tender above, professionally competent, experienced and financially sound service firms/organisations/associations requested to submit sealed quotations for outsourcing of work for Cleaner/Night Watchman/ Mali of office premises as per details given at Annexure-I, and II . The tentative requirement is 03 sweepers/cleaners , 01 Night Watchman and 01 Mali. The quotations may be sent in sealed envelopes marked "Quotations for Cleaner/Night Watchman/ Mali " and should be dropped in the Tender Box at Directorate Forensic Science , Kahilipara, Guwahati-19 latest by 3.00 p.m. on or before 27.12.2013. The tender will be opened at 4.00 PM in the same day in the Auditorium, Directorate Forensic Science ,Kahilipara, Guwahati-19. Your representative is at liberty to be present at the time of opening of quotations. Bidder may have an in site visit of the premises before submission of the bid.

(2) The outsourcing of Cleaner/Night Watchman/ Mali work would be subject to the following terms and conditions:

(i) The contract shall remain in force for a period of one year. The same can also be extended as per the requirement in the Ministry depending upon the satisfactory performance of the firm.

(ii) Cleaning materials/equipments would be provided by the contractor which shall be of specified brands. An illustrative list of items is enclosed. All these items are to be supplied in sufficient quantity, so that they are available all the time. The brands of these materials should also be indicated in the bids. It will be checked by Storekeeper as and when the same is brought in the building. The contractor will be required to obtain a certificate from Store Keeper in this regard each time.

The details of work involved are as under:

- Proper, effective and frequent cleaning, washing and sweeping of toilets, floors, sanitary fittings including removal of chock ages, garbage and laboratory waste including biological waste.
- Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall partitions, doors, windows etc.
- Spraying of air freshener in the toilets.
- Emptying of waste paper/refuse from waste paper basket/buckets and other places.
- The refuse/garbage shall be disposed of at the approved garbage point after proper sorting of biodegradable and non-biodegradable garbage.
- Proper and effective cleaning of all doors, windows their handles and nobs of toilets.
- Cleaning of toilets at least two times a day i.e. 9.00 AM, and 2.30PM.

- Sweepers will do dusting of table, chairs and steel racks daily before 9.00 AM. On holiday, they will do dusting by vacuum cleaner which shall be provided by the contractor.

- The Housekeeping personnel should be well behaved, wear neat and clean uniform, healthy and physically active.

- All rooms & toilets should be kept clean (spick & span) & odourless at all times.

- The urine pot should be contained sufficient quantity of deodorants/disinfectants like naphthalene balls so that the toilets blocks are kept free from foul smell.

- The contractor shall organize to clean the toilets and urinals on all working days & Saturdays.

- The Night Watchman and Mali should be healthy and physically active and capable of performing assigned duties effectively. Night watchman must wear neat and clean uniform.

- The Mali will have to perform the task of gardening and maintenance of garden of the office premises round the year.

(iii) The payment of the contract charges will be made on monthly basis after completion of a month, subject to rendering of satisfactory service.

(iv) The contractor shall issue identity card to each of the cleaner/worker. The workers should wear uniform during their duty.

(v) The deployment of workers shall be made only after verification of their character and antecedents through Police authorities by the contractor. The contractor should submit the list of workers along with Police Verification Report in respect of the workers.

(vi) Unless specified otherwise, the workers of the contractor are required to report for work to the (Designated Officer, Directorate Forensic Science , Kahilipara, Guwahati-19 on all the working days i.e. Monday to Saturday(excluding Gazetted Holidays) . on all the working days i.e. Monday to Saturday (excluding Gazetted Holidays) at 7.30 A.M. to 5.30 P.M. at Directorate Forensic Science , Kahilipara, Guwahati-19.all the working days i.e. Monday to Saturday (excluding Gazetted Holidays) at 7.30 A.M. to 5.30 P.M. They will mark their attendance with the officer designated for the purpose.

(vii) In case the cleanliness is not found satisfactory, a penalty @ Rs. 500/- per day will be imposed.

(viii) The Directorate shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing sanitation work of this Directorate. Neither the Contractor nor his workers shall have any claim on this Directorate for compensation or financial assistance on this account.

(ix) The contractor shall be responsible for payment of wages, etc. direct to the workers as per prevailing Act/orders as applicable to the State of Assam, if any dispute arises between the contractor and his manpower in the matter of wages or their service conditions, the same will be settled by the Contractor and the workers engaged by themselves. The Directorate will not be a party

to any dispute in any case. However, the Directorate may require the contractor to submit the documentary evidence that he/his firm is complying with the provisions of the relevant Labour Laws.

(x) The firm must be registered with EPF, ESIC and Service tax department and must enclosed the copy of registration. The firms should have an experience of 3 years in housekeeping. All statutory obligations like minimum wages Act, EPF and ESIC etc. will be taken care of by the contractor and the organization will not be responsible for any such issues. The PAN number of the firm may also be indicated. Copies of the supporting documents in this regard should be submitted alongwith the bid.

(xi) The workman of the contractor shall also perform the cleaning work as and when assigned to them in case of emergency anywhere in the building/campus.

(xii) This Directorate can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect the decision of the organization will be final and binding on the contractor. The Directorate reserves the right to reject any quotation in whole or in part without assigning any reason thereof.

(xiii) Any dispute regarding the contract shall be resolved through arbitrator to be nominated by the Director, Directorate Forensic Science ,Kahilipara, Guwahati-19.The contract shall be subject to the Indian law and the jurisdiction of the courts located in Guwahati,Assam.

(xiv) The contractor shall abide by the terms & conditions of the tender strictly.

3. The financial bids only for those firms would be considered that provide the followings.

(i) Copy of Firm Registration No.

(ii) Copy of ESIC returns for 2012-13

(iii) Copy of EPF returns for 2012-13

(iv) Copy of service Tax return for 2012-13

(v) Justification for quoting service charge and cost of materials to be used for cleaning work.

(vi) Copy of experience for the cleaning work undertaken in the Central Govt. Buildings/State Govt. Buildings/PSU Buildings.

4. The bidder may submit a Demand Draft of Rs.5,000/- in favour of Director, Directorate Forensic Science , Kahilipara, Guwahati-19 as earnest Money alongwith the quotations. The successful bidder will have to deposit an FDR being 5% of the annual value of the contract as Performance Security in favour of Director, Directorate Forensic Science, Kahilipara, Guwahati-19. After receiving the FDR, the EMD will be returned to the contractor.

Director,
Directorate of Forensic science, Assam,
Kahilipara, Guwahati – 19

Annexure-I

DETAILS OF ITEMS AGAINST WHICH THE RATES ARE TO BE QUOTED BY THE TENDERERS FOR THE
AWARD OF CONTRACT FOR CLEANER, /NIGHT WATCHMAN/ MALI FOR GARDENING SERVICE IN THE
OFFICE PREMISES OF DIRECTORATE OF FORENSIC SCIENCE, KAHILIPARA, GUWAHATI-19.

Particulars	Rates quoted
1. Total amount of wages of 3 (three) sweepers per month on the basis of minimum rates of wages prescribed by the Govt. of Assam from time to time.	Rs. _____
2. Total amount of wages of 1(one)Night Watchman, per month on the basis of minimum rates of wages prescribed by the Govt. of Assam from time to time.	Rs. _____
3. Total amount of wages of 1(one) Mali per month on the basis of minimum rates of wages prescribed by the Govt. of Assam from time to time.	Rs. _____
4. Total amount towards ESIC per month in respect of 4 sweepers , one Night watchman, and one Mali is as per Govt of Assam rules	Rs. _____
5. Total amount towards EPF per month in respect of 4 sweepers , one Night watchman, one Mali is as per Govt of Assam rules is as per Govt. of Assam rules.	Rs. _____
6 Total cost and quantity of material per Month to be used as per detail given in Annexure-II	Rs. _____
7. Service charges per month to be claimed by the contractor	Rs. _____
Total amount quoted per month (Rupees _____ only)	Rs. _____

Signature with date:

Name & address and contract no. of the firm:

Annexure-II

DETAILED LIST OF ITEMS TO BE SUPPLIED BY THE CONTRACTOR FOR CLEANINESS, SWEEPING AND HOUSEKEEPING SERVICES IN THE OFFICE PREMISES OF DIRECTORATE OF FORENSIC SCIENCE, KAHILIPARA, GUWAHATI-19.

S.No.	Name of items	Brand/Quality	Quantity to be used for cleaning per month
1	Phenyl		
2	Phenyl Black		
3	VIM	Good Quality*	
4	Surf	Good Quality*	
5	Acid	Normal	
6	Wiper	Good Quality*	
7	Jute Brush	Good Quality*	
8	Toilet brush	Good Quality*	
9	Room Freshner	Good Quality*	
10	Insect Spray	Finit/Begon	
11	Floor duster	Good Quality*	
12	Phool broom	Good Quality*	
13	Stick broom	Good Quality*	
14	Broom with bamboo	Good Quality*	
15	Sanitary/Urinal Cubes	Good Quality*	
16	Nepthalene balls (one kg pkt.	Good Quality*	
17	Odonil(10 pcs. per pkt.)	Good Quality*	
18	Toilet cleaner(500ml)	Herpic	
19	Finit Pump	Good Quality*	
20	Plastic Drum	Good Quality*	
21	Iron trolley	Good Quality*	
22	Plastic Bucket	Good Quality*	
23	Duster	Good Quality*	
24	Wiper(brush)	Good Quality*	
25	Toilet Paper rolls	Good Quality*	
26	Liquid soap container	Good Quality*	
27	Kolin	Good Quality*	
29	Miscellaneous items		

*Make/brands are to be mentioned at the time of submission of tender by firm