


निविदा प्रपत्र मूल्य ₹ 500.00

परियोजना प्रबन्धन इकाई, स्वजल परियोजना दि इन्स्टीट्यूशन ऑफ इन्जिनियर्स बिल्डिंग, (Opposite ISBT) देहरादून।

(क) निविदा का आमंत्रण (Invitation to Bid)

दिनांक 01 अप्रैल 2021 से एक वर्ष की अवधि हेतु कार्यालय भवन के रख-रखाव व सफाई हेतु श्रम तथा माल एवं सेवा कर विभाग में पंजीकृत अनुमती फर्मों से निविदायें आमंत्रित की जाती हैं। निविदा प्रपत्र एवं निविदा सम्बन्धी सेवा शर्तें कार्यालय की वेबसाइट-<http://swajal.uk.gov.in> पर देखी एवं Download की जा सकती हैं। निविदा प्रपत्र के साथ ₹500.00 का बैंक ड्राफ्ट, जो निदेशक, पी0एम0यू0 स्वजल देहरादून के पक्ष में जारी हो, संलग्न किया जाना अनिवार्य होगा। निविदायें-दिनांक 26 मार्च 2021 की अपरान्ह 3:00 बजे तक स्वीकार की जायेगी। निर्धारित तिथि एवं समय के पश्चात प्राप्त होने वाली निविदाओं पर विचार नहीं किया जायेगा।


निदेशक

(ख) सामान्य निर्देश (General Instruction)

The minimum requirement of man power would be:

SLNo.	Man Power requirement for PMU & SWSM Office	Services
1	Service Person – full day (One) 9:30 AM to 5:30 PM (Responsible to attend and deliver the service of hospitality) & (Responsible for preparation of Tea etc)	As per point no. 1 of Part A of Annexure 1
2	Sweeper – full day (One) 8:30 AM to 4:30 PM (Responsible to keep clean the office bathrooms, rooms, kitchen, lobby, conference Hall, windows and furniture & fixtures, fan, coolers etc)	As per point no. 2 to 5 of Part A of Annexure 1

2. **Bid Price**

- Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the service shall be included in the total quote.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one tender in one envelop (i.e. for Technical Bid & Financial Bid).

4. **Validity of Tender**

Tender shall remain valid for a period of 60 days after the deadline date specified for submission.

5. **Evaluation of Tenders**

The evaluation committee will evaluate and compare those tenders which are substantially responsive and complying following conditions:-

- Are properly signed;
- Confirm to the terms and conditions, and specifications.
- Accompany by EMD amounting Rs. 5,000.00 and cost of tender Rs. 500.00 in favour of Director PMU Swajal Project, Dehradun.

The L-1 would be decided from technically qualified firm, only on the basis of quoted rates for part-"A". The quoted rates for Part-"B" will be negotiable, Part-A & Part-B would be evaluated separately.

6. **Award of contract**

The job of House Keeping will be awarded to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

6.1 Notwithstanding the above, the client reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the award of contract.

6.2 The bidder whose bid is accepted will be notified vide issuing Letter of Acceptance (LoA) by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the contract order.

7. Payment shall be made on monthly basis after submission of bills by the firm.

8. Other conditions of contract is enclosed as Annexure I in terms & condition.

9. You are requested to provide your offer latest by 15:00 hrs. on 26th March, 2021.

10. We look forward to receive your tenders and thank you for your interest in this project.

Sd.

(Manmohan Mainali)
Finance Controller

(ग) अनुबन्ध की शर्तें (Terms & Conditions)

1. House Keeping Firm should be registered under Firms Registration Act 1932 & GST Act. The copy of the above Registration Certificates shall be enclosed with the proposal otherwise the proposal shall disqualify technically.
2. House keeping firms must have at least 3 years experience of housekeeping work in any Government offices/externally aided project.
3. House Keeping firm have to submit their Income tax return copy for F.Y. 2018-19 & 2019-20 with their proposal otherwise their proposal shall disqualify technically.
4. House keeping firm has to follow the rules and regulations as per the Labour law.
5. The services of one service boy shall be required as per serial no. 1, 2 of **Part A** of the job description.
6. The services of 01 sweeper shall be required as per serial no. 3 to 5 of **Part A** of the job description.
7. Rates for **Part B** of job description shall be mentioned for per job/task only.
8. To carry out the services under Part A & B, the House Keeping Firm has to arrange means of conveyance for their workers. PMU will not provide any transportation/conveyance charges to the personnel of the firm.
9. Initially the contract period shall be for one year but can be terminated earlier also by the PMU without assigning any reason. However, the PMU and the selected firm can also terminate the contract with a prior notice of one month.
10. The Contract can be extended beyond one year, provided that the PMU is satisfied with the services and wishes so to extend.
11. Duty hours of the manpower shall be as per the requirement of the office. In case of absence of manpower from the duty, Rs.500/- per day per person will be deducted as penalty.
12. All responsibilities about the manpower engaged for housekeeping work at PMU, including salary, insurance etc. shall be borne by the housekeeping firm.
13. The bid must be accompanied by Earnest Money of Rs. 5000/- (Rs. Five thousand only) in the form of Demand Draft (DD) in favour of Director PMU, Swajal Project Uttarakhand, Dehradun.
14. The bids must be submitted in one sealed envelope (with respective marking in bold letters) containing to separate envelop for technical & financial proposals. The envelope marked as Technical proposal shall contain:
 - i) Description of the firm
 - ii) Registration under Firms Registration
 - iii) Satisfactory Completion Certificate form latest working organization.
 - iv) Proof of G.S.T. Registration
 - v) Income tax return of last two years
 - vi) Earnest money in the form of Demand Draft (DD) in favour of Director Swajal, payable at Dehradun.
15. Financial proposal must contain the detailed price offer for the services. This proposal should be kept in a sealed envelop before submitting to PMU for consideration.

16. Technical bid & Financial bid shall be opened on **26th March, 2021 at 4.00 PM** in the presence of the bidders who wish to be present in the office of PMU, Swajal Project, The Institution of Engineers (India) Building, 1 Floor, Delhi (Saharanpur) Road, Opposite I.S.B.T. Dehradun.
17. The successful bidder has to sign a contract on Rs.100.00 stamp paper together with performance security of 5% of annual Contract Value.
18. If the successful bidder fails to sign the contract or unable to provide services as per Terms & Conditions of the contract, may lead forfeit the performance security.

Jobs to be undertaken

Part- A:- 1- Service Boy -

1. Preparation and serving of tea/coffee as per requirement of the office and cleaning of utensils and crockery.
2. Dusting of windows, furniture and fixtures, fan, coolers etc.

2- Sweeper –

3. Washing of curtains as and when required but laundry charges shall be borne by the PMU.
4. Daily Cleaning of office and toilets.
5. Other cleaning works on instruction of office messengers.

Part- B:-

1. Besides the above jobs, complaints relating to electrical and plumbing faults will have to be attended as and when required.
2. Per visit rate/per job rates for plumbing/ electrical work will be quoted by the bidder firm & material cost will be borne by the office itself.
3. If the above jobs are not entertained within 24 hours of complaint, Rs.200.00 will be deducted from the monthly payment for each day of delay subject to maximum of Rs.5000.00 per month.

Sign of Bidder

परियोजना प्रबन्धन इकाई, स्वजल निदेशालय, देहरादून,
उत्तराखण्ड।

क्रमांक

मूल्य : ₹500.00 (वैट सहित)

(वर्ष 2021-22 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)
तकनीकी निविदा

1. फार्म जमा करने की अन्तिम तिथि : 26 मार्च 2021 सायं 3:00 बजे तक
 2. निविदा खोलने की तिथि : 26 मार्च 2021 सायं 4:00 बजे
 3. निविदा जमा करने एवं खोलने का स्थान : परियोजना प्रबन्धन इकाई, स्वजल निदेशालय,
दि इन्स्टीट्यूशन ऑफ इन्जीनियर्स (ई0) बिल्डिंग, प्रथम
तल दिल्ली (सहारनपुर) रोड, अपोजिट आई0एस0बी0टी0,
देहरादून
 4. निविदा दाता/फर्म का नाम व पता :
 5. स्थायी पता :
 6. जी0एस0टी0 पंजीयन संख्या :
 7. फर्म का रजिस्ट्रेशन संख्या :
 8. वित्तीय वर्ष 2018-19 एवं 2019-20 के आयकर रिटर्न की छायाप्रति :
 9. अनुभव का विवरण :
 10. PAN No.
- (क्रमांक-06, 07, 08, 09 एवं 10 की छायाप्रति भी संलग्न करें)
11. निविदा फार्म के साथ संलग्न की गयी धरोहर धनराशि का विवरण :
डी0डी0 संख्या.....दिनांक.....बैंक का नाम.....
 12. निविदा प्रपत्र का मूल्य ₹500.00 के बैंक ड्राफ्ट का क्रमांक.....दिनांक..... एवं बैंक का
नाम.....
- निविदा दाता के हस्ताक्षर :
- अधिकृत प्रतिनिधि का नाम एवं हस्ताक्षर :
- दूरभाष संख्या :
- मोबाइल नम्बर :

परियोजना प्रबन्धन इकाई, स्वजल निदेशालय, देहरादून,
उत्तराखण्ड।

(वर्ष 2021-22 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)
वित्तीय निविदा

2. Tender:-

Jobs (Monthly Rates to be quoted)	Quoted Rate
(A) Service Boy - 1. Preparation and service of tea/coffee as per requirement of office and cleaning of utensils and crockery. 2. Dusting of windows, furniture and fixtures, fan, coolers etc. Sweeper - 3. Washing of curtains as and when required but laundry charges shall be borne by the PMU. 4. Daily Cleaning of office and toilets. 5. Other cleaning works on instruction of office messengers.	Consolidated quote against Sl.No 01 to 05 (Without G.S.T) ₹.....
(B) 1. G.S.T.	₹.....
(C) Total (A+B)	₹.....

We have read and understood the above terms and conditions for providing housekeeping service & agreed upon them. We have quoted above rates accordingly and they are lowest and non negotiable.

Date:.....

Signature and Seal