



परियोजना प्रबन्धन इकाई

स्वजल निदेशालय

उत्तराखण्ड ग्रामीण पेयजल एवं स्वच्छता कार्यक्रम

(पेयजल एवं स्वच्छता विभाग, उत्तराखण्ड)

67/4-1 प्रीतम रोड, निकट राजकीय गाँधी शताब्दी नेत्र
चिकित्सालय, डालनवाला, देहरादून-248001



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GSTIN:05MRTP00700A1DV

पत्रांक: 87/E-22M(XU)/2021

दिनांक: 03 मई, 2023

सेवा में,

सम्पादक,

अमर उजाला,

पटेलनगर, देहरादून।

विषय: विज्ञापन प्रकाशित किये जाने के सम्बन्ध में

महोदय,

स्वजल निदेशालय, कार्यालय भवन के रख-रखाव एवं साफ-सफाई की व्यवस्थाओं के लिये विभिन्न फर्मो/ठेकेदारों से निविदा के माध्यम से दरें आमन्त्रित किये जाने हेतु दिनांक 04 मई, 2023 को प्रकाशित होने वाले समाचार पत्र के देहरादून संस्करण में 08X05 से0मी0 आकार का श्वेत श्याम विज्ञापन डी0ए0वी0पी0 दरों पर प्रकाशित करवाया जाना है, जिसका प्रारूप सलंगन कर प्रेषित किया जा रहा है।

कृपया सलंगन विज्ञापन को दिनांक 04 मई, 2023 को प्रकाशित होने वाले समाचार पत्र में प्रकाशित करवा कर, बिल सम्बन्धित समाचार पत्र की प्रति के साथ भुगतान हेतु इस कार्यालय को उपलब्ध करवाने का कष्ट करें।

भवदीय,

(जयपाल सिंह तोमर)

वित्त नियंत्रक

प्रतिलिपि:- सूचना प्रबन्धन विशेषज्ञ, स्वजल-निदेशालय को इस आशय के साथ प्रेषित की नीलामी से सम्बन्धित समस्त सूचनायें इत्यादि कार्यालय की वेबसाइट पर अपलोड करना सुनिश्चित करें।

- वित्त नियंत्रक

कार्यालय,
परियोजना प्रबन्धन इकाई, स्वजल-निदेशालय,
(पेयजल एवं स्वच्छता विभाग, उत्तराखण्ड)
67/4-1, प्रीतम रोड, निकट गाँधी शताब्दी आई हॉस्पिटल,
डालनवाला, देहरादून।

निविदा सूचना

दिनांक 01 जून, 2023 से मई, 2024 तक की अवधि हेतु कार्यालय भवन रख-रखाव व सफाई की व्यवस्थाओं हेतु श्रम एवं सर्विस टैक्स हेतु पंजीकृत अनुभवी फर्मों से दिनांक 15/5/2023 को 3:00 बजे तक निविदा आमंत्रित की जाती है। निविदा की शर्तें किसी भी कार्यालय दिवस में देखी जा सकती है अथवा निदेशालय की वेबसाईट <http://swajal.uk.gov.in> से डाउनलोड की जा सकती है।

निदेशक

(ख) सामान्य निर्देश (General Instruction)

The minimum requirement of man power would be:

S. No.	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.
- Service Tax will be reimburse separately and should not be shown in 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 two envelopes (One for Technical Bid & other one for Financial Bid).

4. Validity of Tender

Tender shall remain valid for a period 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, Swajal, 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 purchaser prior to expiration of the tender validity period. The terms of 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 1430 hrs. on 15/05/2023**
10. We look forward to receive your tenders and thank you for your interest in this Directorate.

(Jaipal Singh Tomer)
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 Certificate 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. 2021-22 & 2022-2023 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 of **Part A** of the job description.
6. The services of one sweeper shall be required as per serial no. 2 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. Directorate 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 Directorate without assigning any reason. However, the Directorate 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 Directorate 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 responsibility about the manpower engaged for housekeeping work at Directorate, including salary, insurances 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 Swajal, Dehradun.
14. The bids must be submitted in one sealed envelopes (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 Directorate for consideration.

Sign of Bidder

16. Technical bid & Financial bid shall be opened on 15/05 2023 at 4.00 PM in the presence of the bidders who wish to be present in the office of Swajal Directorate, 67/4/1, Piritam Road, 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 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.

2- Sweeper -

3. Washing of curtains as and when required but laundry charges shall be borne by the Directorate.
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 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।

क्रमांक

मूल्य : Rs00 (वैट सहित)

(वर्ष 2023-24 हेतु कार्यालय भवन रख-रखाव एवं साफ-सफाई व्यवस्था हेतु)

तकनीकी निविदा

1. फार्म जमा करने की अन्तिम तिथि : 15/5/23 सांय 3:00 बजे तक
2. निविदा खोलने की तिथि : सांय 4:00 बजे
3. निविदा जमा करने एवं खोलने का स्थान : परियोजना प्रबन्धन इकाई, स्वजल-निदेशालय,
67/4-1, प्रीतम रोड, निकट गॉंधी शताब्दी, नेत्र
चिकित्सालय, डालनवाला, देहरादून।
4. निविदा दाता/फर्म का नाम व पता :
5. स्थायी पता :
6. सर्विस टैक्स पंजीयन संख्या :
7. फर्म का रजिस्ट्रेशन संख्या :
8. वित्तीय वर्ष 2021-22 एवं 2022-23 के आयकर रिटर्न की छायाप्रति :
9. अनुभव का विवरण :
- . PAN. No.
- (क्रमांक-06, 07, 08, 09 एवं 10 की छायाप्रति भी संलग्न करें)
10. निविदा फार्म के साथ संलग्न की गयी धरोहर धनराशि का विवरण :
डी0डी0/एफ0डी0आर0 संख्या.....दिनांक.....बैंक का नाम.....
11. वेवसाइट से डाउनलोड किये जाने की स्थिति में निविदा प्रपत्र का मूल्य R229.00 (वैट सहित) के बैंक
ड्राफ्ट का क्रमांक.....दिनांक..... एवं बैंक का नाम.....

निविदा दाता के हस्ताक्षर :

प्रतिनिधि का नाम :

दूरभाष संख्या :

मोबाइल नम्बर :

परियोजना प्रबन्धन इकाई, स्वजल-निदेशालय
देहरादून।

(वर्ष 2023-24 हेतु कार्यालय भवन के रख-रखाव एवं साफ-सफाई
व्यवस्था हेतु)
वित्तीय निविदा

2. Tender:-

Jobs	Quoted Rate
(A) Service Boy - 1. Preparation and service of tea/coffee as per requirement of office and cleaning of utensils and crockery. Sweeper - 2. Dusting of windows, furniture and fixtures, fan, coolers etc. 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 quoted to all Sl.No 01 to 05 ₹.....
(B) 1. Service Tax	₹.....
(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