

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

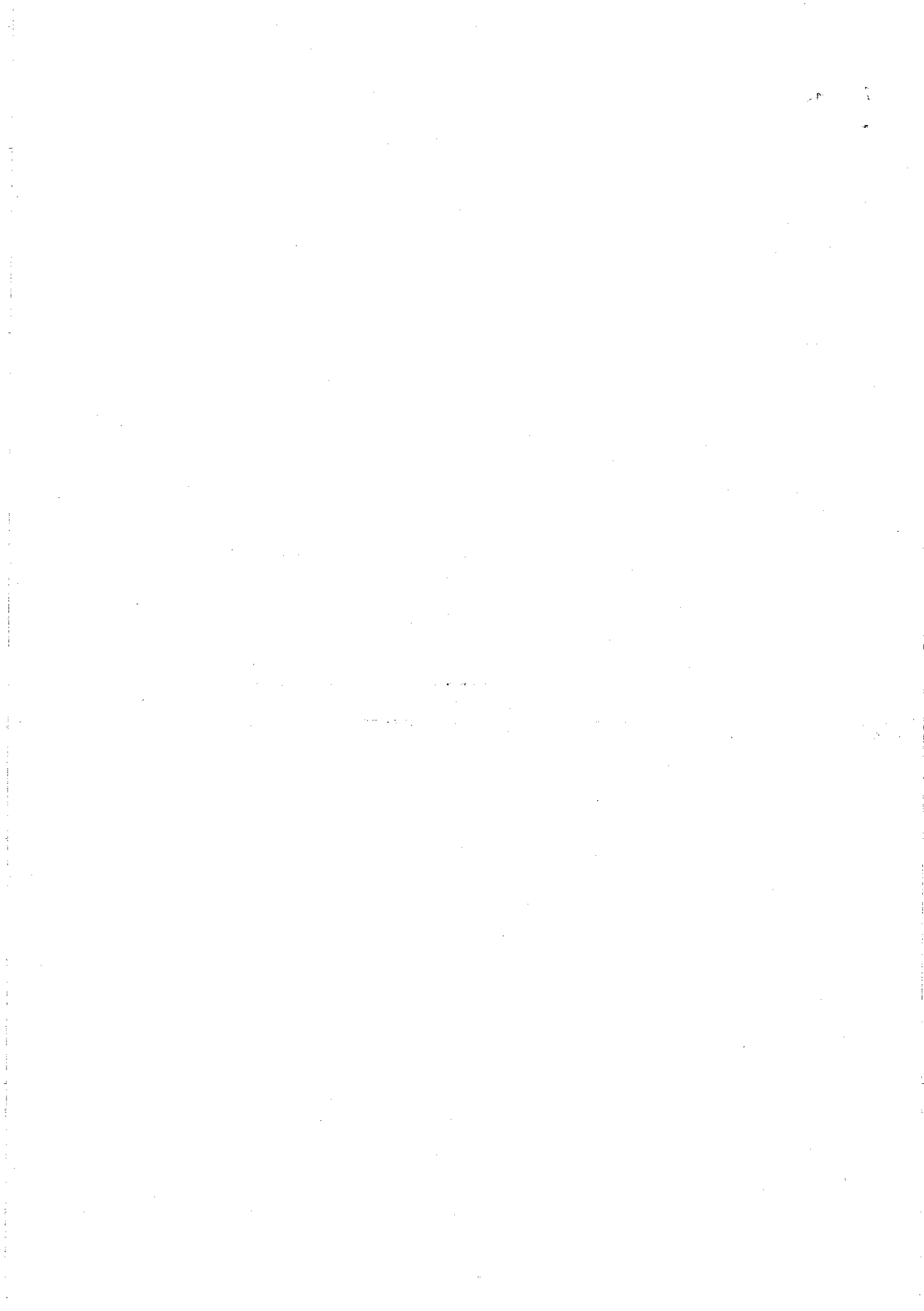
निविदा सूचना

स्वजल परियोजना, देहरादून के कार्यालय हेतु निम्न सेवाओं को दिनांक 01 जून, 2017 से 28 फरवरी, 2018 तक प्रदान किये जाने हेतु निविदायें आमंत्रित की जाती हैं:-

1. कार्यालय भवन के साफ-सफाई हेतु हाउस-कीपिंग सर्विस।
2. मासिक/दैनिक आधार पर किराये पर लिये जाने वाले वाहनों की आपूर्ति।

उपरोक्त निविदायें दिनांक 27 मई, 2017 को अपरान्ह 2:30 बजे तक आमंत्रित की जाती है, जो कि उसी दिन अपरान्ह 4:00 बजे निविदादाताओं के सम्मुख खोली जायेगी। उक्त दोनों निविदाओं की शर्तें किसी भी कार्यालय दिवस में कार्यालय में देखी जा सकती है अथवा स्वजल परियोजना की वेबसाईट- <http://swajal.uk.gov.in> से भी Download की जा सकती है।

निदेशक



(ख) सामान्य निर्देश (General Instruction)

The minimum requirement of man power would be:

Sl.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 45 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 and cost of tender (if downloaded from website)

Service Tax in connection with services shall not be taken into account in evaluation.

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 of the award of contract 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.
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 27th May 2017.
10. We look forward to receive your tenders and thank you for your interest in this project.

S.D. (D.S. Bonal)
Finance Controller

(ग) अनुबन्ध की शर्तें (Terms & Conditions)

1. House Keeping Firm Should be registered under Firms Registration Act 1932 & service tax registration. 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. 2014-15 & 2015-16 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 minimum sweepers shall be required as per serial no. 2 to 5 of Part A of the job description.
6. The services of one service boy shall be required as per serial no. 1 of Part A of the job description.
7. Rates for Part B of job description shall be mentioned for per job only.
8. To carry out the services under Part A & B, the House Keeping Firm has to arrange for necessary vehicle. PMU will not provide any transportation/conveyance charges to the personnel of the firm.
9. The contract period shall be upto one year but can be terminated by the PMU without assigning any reason. However, the PMU will give one month notice to this effect. The firm can also terminate the contract with a prior notice of one month.
10. The Contract can be extended beyond one year provided the PMU is satisfied with the services and wishes so to extend such contractual period.
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.100/- per day will be deducted as penalty.
12. The PMU will not bear any responsibility of any workman engaged for housekeeping job. They will be not employed of the firm.
13. All responsibilities about the manpower engaged for housekeeping work at PMU, including salary, insurance etc. shall be borne by the housekeeping firm.
14. The bid must be accompanied by a Earnest Money of Rs. 5000/- (Rs. Five thousand only) in form of Demand Draft (DD) pledged in favour of Director PMU the Swajal Project Uttarakhand, Dehradun.
15. The bids must be submitted in two separate sealed envelopes (with respective marking in bold letters). The First envelope marked Technical proposal shall contain:
 - i) Description of the firm
 - ii) Registration under Firms Registration
 - iii) Experience Certificate
 - iv) Service Tax Registration copy
 - v) Income tax return of last two years

Sign of Bidder

- vi) Earnest money in the form of Demand Draft (DD) pledged in the name of the Director. First envelope should not contain any price information whatsoever. The second envelope marked Financial proposal must also be sealed with the sealing wax and initialed twice across the seal and should contain the detailed price offer for the services. Both the envelopes should be kept in a sealed envelop before submitting to PMU for consideration.
16. Technical bids shall be opened on **27th May, 2017 at 4.00 PM** in the presence of the bidders who wish to be present at 15:30 hrs on **27th May, 2017** in the office of PMU, Swajal Project, The Institution of Engineers (India) Building, Ist Floor, Delhi (Saharanpur) Road, Opposite I.S.B.T. Dehradun.
17. Financial bids of only those firms shall be opened at a later date whose technical bid will be found responsive. Financial bid of those firms will be returned unopened whose technical bid will not be responsive as per the conditions mentioned above after award of contract to the winning firm.
18. The successful bidder has to sign a contract on Rs.100.00 stamp paper together with performance security of 5% of bid amount.
19. Facility to sign contract on given time frame or validity the provision of contract may attached the forfeit of performance security.

20. **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- 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.

Part- B:-

1. Besides the above jobs, complaints relating to electrical and plumbing faults will have to be attended as and when required.
2. Rs. 200/- per visit will be paid for plumbing/ electrical work.
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 परियोजना,
देहरादून, उत्तराखण्ड।

क्रमांक

मूल्य : ₹ 229.00 (वैट सहित)

(वर्ष 2017-18 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)
तकनीकी निविदा

1. फार्म जमा करने की अन्तिम तिथि : 27 मई 2017 सायं 2:30 बजे तक
2. निविदा खोलने की तिथि : 27 मई 2017 सायं 4:00 बजे
3. निविदा जमा करने एवं खोलने का स्थान : परियोजना प्रबन्धन इकाई, स्वजल परियोजना,
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. सर्विस टैक्स पंजीयन संख्या :
7. फर्म का रजिस्ट्रेशन संख्या :
8. वित्तीय वर्ष 2014-15 एवं 2015-16 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/एफ0डी0आर0 संख्या.....दिनांक.....बैंक का नाम.....
12. वेबसाइट से डाउनलोड किये जाने की स्थिति में निविदा प्रपत्र का मूल्य ₹229.00 (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 परियोजना,
देहरादून, उत्तराखण्ड।

(वर्ष 2017-18 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)

वित्तीय निविदा

2. Tender:-

Jobs	Quoted Rate
(A) (Monthly Rates to be quoted)	Consolidated quoted to all Sl.No 01 to 05
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.	
(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