



परियोजना प्रबन्धन इकाई

स्वजल परियोजना

उत्तराखण्ड ग्रामीण पेयजल एवं स्वच्छता परियोजना
(पेयजल विभाग, उत्तराखण्ड)
मसूरी डायवर्जन रोड, मक्कावाला, देहरादून

फोन ☎ (0135)-2733380,2733455
फैक्स 📠 (0135)-2733381
ई-मेल: pmu_uttaranchal@rediffmail.com
वेबसाइट: <http://swajal.uk.gov.in>

पत्रांक: 1677/E-22M(VI)/2013

दिनांक: 22 अक्टूबर, 2013

कार्यालय भवन रखरखाव एवं सफाई व्यवस्था (House Keeping Service) के लिये निविदा प्रपत्र

कार्यालय परियोजना प्रबन्धन इकाई, स्वजल परियोजना, मसूरी डायवर्जन रोड, मक्कावाला देहरादून में दिनांक 01 दिसम्बर 2013 से 30 नवम्बर 2014 की अवधि हेतु हाउस कीपिंग सर्विस का कार्य आउट सोर्स से किया जाना है। इस हेतु श्रम कार्यालय एवं सर्विस टैक्स हेतु पंजीकृत अनुभवी फर्मों से निविदायें आमंत्रित की जाती है। निविदा प्रपत्र ₹114.00 (वैट सहित) का भुगतान कर दिनांक 25 नवम्बर 2013 तक अपरान्ह 1:00 बजे तक कार्यालय से प्राप्त की जा सकती है। स्वजल परियोजना की वेबसाइट—<http://swajal.uk.gov.in> से भी उक्त निविदा प्रपत्र Download किये जा सकते हैं जिसके लिये निविदा प्रपत्र के साथ ₹114.00 (वैट सहित) का बैंक ड्राफ्ट (जो कि दिनांक 25 नवम्बर 2013 अथवा इससे पूर्व का बना हो एवं निदेशक, पी0एम0यू0 स्वजल देहरादून के पक्ष में जारी हो) संलग्न किया जाना अनिवार्य होगा। उक्त निविदा, निविदा बाक्स के माध्यम से इस कार्यालय में दिनांक 26 नवम्बर 2013 को अपरान्ह 3:00 बजे तक स्वीकार किये जायेंगे।

अनुबन्ध की अनुमानित लागत ₹ 2.50 लाख है।

निदेशक

(ख) सामान्य निर्देश (General Instruction)

The minimum requirement of man power would be:

Sl.No.	Man Power requirement	Services
1	Supervisor – Full Time (One) (Responsible to attend all the works required for house keeping service)	Supervise the work under Part A & B of Annexure 1
2	Sweeper - Part Time (One) (Responsible to keep clean the office bathrooms, rooms, kitchen, windows and furniture & fixtures)	As per point no. 6 of Part A of Annexure 1
3	Service Boy (One) (Responsible to attend and deliver the service of hospitality)	As per point no. 2 to 5 of Part A of Annexure 1
4	Skilled Service Boy (One) (Responsible for preparation of Lunch & Tea etc)	As per point no. 1 of Part A of Annexure 1

2. Government of India has received a credit from the International Development Association (IDA) in various currencies equivalent to US\$ 120 million towards the cost of the Uttaranchal Rural Water Supply & Sanitation Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for tenders is issued.

3. 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.

4. Each bidder shall submit only one tender in two envelopes (One for Technical Bid & other one for Financial Bid).

5. Validity of Tender

Tender shall remain valid for a period 45 days after the deadline date specified for submission.

6. Evaluation of Tenders

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

- are properly signed ;
- conform 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.

7. **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.

- 7.1 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.
- 7.2 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.
8. Payment shall be made on monthly basis.
9. Other conditions of contract is enclosed as Annexure I in terms & condition.
10. You are requested to provide your offer **latest by 1500 hrs. on 26th November, 2013.**
11. We look forward to receive your tenders and thank you for your interest in this project.

S.D. (P.C. Khare)
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. 2012-13 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 two persons shall be required as per serial no. 1 to 5 of **Part A** of the job description.
6. The part time services of one person shall be required as per serial no. 6 of **Part A** of the job description.
7. Rates for **Part B** of job description shall be mentioned for per job only.
8. To supervise the jobs under Part A & B, one supervisor is required who will be responsible to smooth functioning of House Keeping Jobs.
9. 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.
10. 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.
11. The Contract can be extended beyond one year provided the PMU is satisfied with the services and wishes so to extend such contractual period.
12. 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.
13. The PMU will not bear any responsibility of any workman engaged for housekeeping job. They will be not employed of the firm.
14. All responsibilities about the manpower engaged for housekeeping work at PMU, including salary, insurance etc. shall be borne by the housekeeping firm.
15. 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.
16. 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 clearance certificate

- 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.
- 17.** Technical bids shall be opened on **26th November, 2013 at 3.30 PM** in the presence of the bidders who wish to be present at 15:30 hrs on 26th November, 2013 in the office of PMU, Swajal Project, Mussoorie Diversion Road, Makkawala, Dehradun.
- 18.** 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.
- 19.** The successful bidder has to sign a contract on Rs.100.00 stamp paper together with performance security of Rs. 12,500.00. The EMD can be adjusted on above performance security.
- 20.** Facility to sign contract on given time frame or validity the provision of contract may attached the forfeit of performance security.

21. Jobs to be undertaken

Part- A:-

1. Preparation and service of tea/coffee/lunch as and when required and cleaning of utensils and crockery.
2. Dusting of windows, furniture and fixtures.
3. Cleaning of cobwebs, carpet (with vacuum cleaner).
4. Washing of curtains as and when required but laundry charges shall be borne by the PMU.
5. Cleaning of overhead tank.
6. Daily Cleaning of office and toilets.

Part- B:-

1. Besides the above jobs, complaints relating to electrical and plumbing faults will have to be attended as and when required. If the jobs are not entertained within 24 hours of complaint, Rs.500.00 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 : ₹ 114.00 (वैट सहित)

(वर्ष 2013-14 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)
तकनीकी निविदा

1. फार्म जमा करने की अन्तिम तिथि : 26 नवम्बर 2013, सायं 3:00 बजे तक
2. निविदा खोलने की तिथि : 26 नवम्बर 2013, सायं 3:30 बजे
3. निविदा जमा करने एवं खोलने का स्थान : परियोजना प्रबन्धन इकाई, स्वजल परियोजना, मसूरी
डायवर्जन रोड, मक्कावाला, 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 2012-13 के आयकर रिटर्न की छायाप्रति :
9. अनुभव का विवरण :
10. PAN. No.

(अनुक्रमांक-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 ₹114.00 (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 2013-14 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)

वित्तीय निविदा

2. **Tender:-**

Jobs	Quoted Rate
For Part A (Monthly Rates to be quoted)	Consolidated quoted to all Sl.No 01 to 06
1. Preparation and service of tea/coffee/lunch as and when required and cleaning of utensils and crockery.	₹
2. Dusting of windows, furniture and fixtures.	
3. Cleaning of cobwebs, carpet (with vacuum cleaner).	
4. Washing of curtains as and when required but laundry charges shall be borne by the PMU.	
5. Cleaning of overhead tank.	
6. Daily Cleaning of office and toilets.	
For Part B (Per Job rate to be quoted)	
1. Electricity Repair	₹
2. Plumbing	₹

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