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QSDI : 040-2330 8647

No.LKD/DB/House Keeping/2010-11/635-41

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fnukad : 18.05.2011

### NOTICE INVITING TENDER

Sealed Tenders are invited For & On behalf of President of India from the Service provider Agencies/Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Service Tax Registration PAN card, upto date VAT clearance certificate having similar line of business for more than 2 years towards outsourcing of cleaning Services of Office Buildings for the following works on the terms and conditions mentioned below:

Sl. No.	Name of work	Estimated cost of the work
1	Providing House-Keeping Services to CWC Office Complex "Krishna Godavari Bhawan" H.No.11-4-648, A.C. Guards, Hyderabad-500004, as per the scope and special conditions at annexure-I-V enclosed.	Rs. 8.14 lakh

#### TERMS AND CONDITIONS:

- 1) Sealed Tenders addressed to the Executive Engineer, Lower Krishna Division, CWC, "K.G. Bhawan" H.No.11-4-648, Room No.413, A.C. Guards, Hyderabad –500 004 (A.P.) should reach this office on or before **27.05.2011** by **1400** hrs. The Tenders received will be opened on the same day at **1500** hrs in the presence of Bidders or their representatives if present. The Tenders should be filled up in two parts consisting of cover- 1 pre-qualification "**Works Bid**" and the cover- 2 is "**Financial Bid**". The work bid shall indicate the out line for execution of works, quantity specific details of consumable materials to be used in the maintenance & tools proposed to be used. These items will form basis for evaluation of "**Works Bid**". It may be noted that after opening the work bid i.e. pre-qualification details and analyzing the experience of the Tenderer, if considered suitable, the Financial bid of such bidders will be opened on the same day. The second one "**Financial Bid**" shall confirm the monthly item wise rates and annual contract amount. The item wise rates are required for calculation of penalty for non-performance. The annual rate shall be payable in equal monthly installments after deductions as applicable. Both the envelopes may be kept in one envelop for submission. Firstly, the works bid will be opened, if found suitable and then 2<sup>nd</sup> bid will

be opened. The tenders shall be valid for at least 60 days from the date of opening. **Tender papers available for sale (@ Rs.500/- each) at o/o Executive Engineer, LKD, CWC, Hyderabad w.e.f. 20-26.05.2011. The tender document can be obtained from the website of Central Water Commission, New Delhi ([www.cwc.govt.nic.in](http://www.cwc.govt.nic.in)) & website of Krishna & Godvari Basin Organization, CWC, Hyderabad ([www.kgbo-cwc.ap.nic.in](http://www.kgbo-cwc.ap.nic.in))** . A fee of Rs.500.00 towards the cost of the tender document may be enclosed in the form of demand draft) drawn on SBI, Red Hills, Hyderabad in favour of Executive Engineer, LKD, CWC, Hyderabad with the tender.

- 2) The cover containing the Tenders should be super scribed with Tenders for **Providing House-Keeping Services to CWC Office Complex “Krishna Godavari Bhawan”** due for opening on **27.05.2011** at **1500** hrs.

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- 3) Item rates must be inclusive of all liabilities, taxes and other charges. The rates must be filled in figures and words. Corrections & over writings shall be duly attested by the bidder. Failing which the tender(s) will liable to reject. The rates should be kept valid for a period of 60 days from the date of opening the Tender.
- 4) EMD @ 2 % of the Estimated amount of the work shall be enclosed in the form demand draft drawn in favour of the Executive Engineer, Lower Krishna Division, CWC, Hyderabad payable at Hyderabad. EMD of un-successful bidders will be returned back immediately after finalization of bids. The EMD of the successful bidders will be released on completion of the contract period/renewal/ extended period. Any damage/penalty will be adjusted from EMD, if the same could not be adjusted in other monthly bills payable to the contractor. Further, the successful bidder need to deposit @ 10% of the tender amount towards security money.
- 5) The tenders received after, the due and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
- 6) The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may be fix and only those found fit will be eligible for financial bid opening.
- 7) **The bidders are required to submit the attested copies of valid Registration of Firms, Labour License, EPF Registration, ESI Registration, PAN Card and upto date VAT & Service Tax clearance/Income tax returns from the last two years along with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.**
- 8) Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection.
- 9) Item wise rates shall be indicated on monthly basis. Non performance of work to the satisfaction of the CWC official in charge of House Keeping works shall be rectified immediately failing which payment for the work will not be allowed. If the non satisfactory performance is noticed more than 3 times in a month, in addition to the non-payment to the work concerned, penalty at the rate of Rs.100.00 for non performance or non-satisfactory performance of each work will be deducted from the monthly bills.

- 10) If the non satisfactory performance is repeated in three months, the contract is liable for termination immediately with forfeiture of EMD and the contractor shall not be eligible for participating in another tender in future in CWC Offices at Hyderabad.
- 11) Only those firms who are having experience in executing these types of works and capable to complete the work need to quote their rates. A copy in support of this may be submitted along with the tender.
- 12) The contract period is for one year initially and the contract may be considered for extension/ renewal on satisfactory performance in the initial contract period on mutually agreeable terms and conditions. However, the contract will be terminated at any time by giving one month notice, if the works are not carried out satisfactorily and the EMD will be forfeited in such cases.
- 13) After completion of the month, bill for the month may be submitted in triplicate for payment to the Executive Engineer, Lower Krishna Division, CWC, Hyderabad for payment.
- 14) The contractor should provide the details of recoveries made towards each of the worker engaged, in respect of EPF, ESI etc. of the previous month along with the paid receipt to the EE, LKD, CWC, Hyderabad by 5<sup>th</sup> of succeeding month.

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- 15) Each claim bill of contractors must accompany the (1) List showing the details of workers engaged and period of engagement (2) The amount of wages paid to such workers for the duration in question (3) Amount of EPF & ESI contributions (Both employers` and employees contribution) for the duration of engagement in question, paid to the concerned authorities (4) Copies of authenticated documents of payments of such contributions. (5) A declaration from the Contractor regarding compliance of the conditions of EPF Act 1952. **Payment of the workers must be paid by 15<sup>th</sup> of succeeding month.**
- 16) Payment of contractor would be strictly on certification by concerned authority that the services were satisfactory and attendance as per the bill submitted by the contractor.
- 17) No wage/remuneration will be paid to deployed persons for the days of absence from duty.
- 18) The workers will be issued identity cards by the Contractor and only those workers for whom identity cards are issued will be allowed n to the premises of the office. A cop of the identity cards along with name Photograph and address of the worker will be made available to this office for record.
- 19) The contractor shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the contractor.

- 20) The contractor shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day.
- 21) The contractor shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- 22) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, Equipment or vehicle of the workers of the contractor.
- 23) The contractor on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the Agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
- 24) This office will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- 25) 4% Work/Income tax, 3% (2+1) Education Cess and other taxes as applicable shall be deducted at source i.e from the bill and a certificate to that effect will be given.
- 26) Monthly payment will generally be released by Cheque drawn on SBI, Red Hill Branch within fifteen days from the date of receipt of bill after deducting the Security Deposit @ 10% as performance guarantee & taxes as applicable.
- 27) The right to reject any quotation or all the Tenders, without assigning any reason thereof, rests with the undersigned.
- 28) The Firms those who are quoted the rates less or more of the prescribed Financial limit ( $\pm 10\%$ ) than the estimated cost will be rejected with out giving any reasons.

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- 29) **Wages of the workers engaged in this work have to be paid under minimum wage Act prescribed by the Regional Labour Commissioner (Central) Govt. of India, Hyderabad from time to time. Apart from the wages, EPF & ESI of the workers have required to be paid as per norms.**
- 30) The workers engaged in this works are should be between 25 – 45 years. No child workers are allowed to engage in this work. No discrimination on cast & creed will be allowed.

- 31) Scope of work (Details of the job works are enclosed as Annexure –I)
- 32) Employees of CWC and their relatives are not eligible for participating in NIT.
- 33) CWC is not responsible for any accidents/losses to the workers engaged in this work.
- 34) The office premises can be visited on any of the week days (except 2<sup>nd</sup> Saturday & Sunday or Public holiday) during office hours before quoting their rates. The plans of the building also can be made available for assessment, if necessary.
- 35) **Special Terms & Conditions** :(enclosed as Annexure-II):
- 36) The successful bidder will enter into an agreement with this office for supply of suitable manpower as per requirement of this office on the terms and conditions on Non-Judicial Rs.100/- stamp paper. The above stamp paper will be arranged by bidder. The agreement will be valid for one year from the date of commencement of work. The service charges / rates quoted by the contractor shall be fixed for a period of one year. No request for any change, modification shall be entertained before expiry of the contract period.
- 37) The contractor shall not assigned, transfer, pledge or sub contract of the work without the prior written consent this office.

(O.R.K. Reddy)  
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Copy forwarded for kind information to:

1. The Chief Engineer, KGBO, CWC, Hyderabad .
2. The S.M. Directorate, CWC, Room No.618, Sewa Bhawan, R.K.Puram, New Delhi-110066 along with a soft copy of the above tender for hosting in the CWC Web site.
3. The Superintending Engineer, K & C Circle, CWC, Hyderabad with reference to his office letter No.KCC/C/34019/Office Complex/2001-DB/737 dated 09.05.2011..
4. The Technical Manager, KGBO website, M&A Dte., CWC, Hyderabad along with a soft copy of the above tender for hosting in the KGBO website.
5. AB, LKD, CWC, Hyderabad.
6. The Jr. Engineer(HQ), LKD, Hyderabad.
7. Notice Board.