

NOTICE INVITING TENDER

Tender No. AN/IV/Conservancy/2020-21/I date: 15/05/2020

Earnest Money Deposit : Rs.76,000/- (Rupees seventy six thousand only)

Tender Document Cost : Rs.500/- (Rupees five hundred only)

Office of the Controller of Defence Accounts Guwahati invites sealed quotations from registered agencies for **Internal And External Conservancy Services In The Main Office Of Controller Of Defence Accounts (CDA) Guwahati Cum Residential Complex And Local Audit Offices (LAOs) Complex In Guwahati .**

Sealed bidding documents, under two bidding method (Technical Bid and Financial Bid along with EMD) duly filled in as per the instructions of the Tender Document should be addressed to the Accounts Officer (AN-IV), Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781 171 by **15.30 Hrs of 08/06/2020.**

The sealed bidding documents should be delivered in the Administration Section (IV) of this office by the stipulated date and time. Tender Documents may be collected from Admin-IV Section, Office of the Controller of Defence Accounts Guwahati, Udayan Vihar, Narangi, Guwahati- 781 171 on payment of Tender Cost of Rs.500/- through Bank Draft/Pay Order in favour of CDA, Guwahati, payable at Guwahati on any working day between 3.00 Hrs to 5.00 Hrs.

The tender documents may also be downloaded from this office website <http://cdaguwahati.gov.in>. Those bidders who wish to download the tender documents from the office website should furnish the Tender cost of Rs.500/- through Bank Draft/Pay Order along with the Bidding Documents and EMD.

The Technical Bids shall be opened in the Conference Hall of the Office of the Controller of Defence Accounts Guwahati on **09/06/2020 at 12.00 Hrs** by the Committee authorized by the competent authority of the Office of the Controller of Defence Accounts Guwahati in the presence of such bidders who may wish to be present. The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose. The date, time and venue of opening of the financial bids shall be intimated to the technically qualified bidders.

The Competent Authority reserves the rights to reject any or all the bids without assigning any reason and the decision of the competent authority of the Office of the Controller of Defence Accounts Guwahati, shall be final and binding.


(U C Dey)
ACCOUNTS OFFICER (AN-IV)

RFP FOR INTERNAL AND EXTERNAL CONSERVANCY SERVICES IN THE MAIN OFFICE OF CONTROLLER OF DEFENCE ACCOUNTS (CDA) GUWAHATI CUM RESIDENTIAL COMPLEX AND LOCAL AUDIT OFFICES (LAOs) COMPLEX IN GUWAHATI

INTRODUCTION

The CDA Main Office cum residential complex is located at Narangi, Udayan Vihar, Narangi, Guwahati- 781 171 and LAOs (LAO(A) Guwahati, LAO(A) Narangi and LAO 222 ABOD) within the Narangi Military Station.

A. CDA Office cum residential Complex

(i) Office Complex

Main Office Building Total Area	:	1,15,354 Sq ft
Area of Ground Floor	:	14,400 sq ft
Area of 1 st Floor	:	14,400 sq ft
Areas of Reception room	:	450 sq ft
Areas of waiting Hall	:	250 sq ft
Areas of Security Room	:	390 sq ft
Area of Kitchen	:	369 sq ft
Area of Wet Canteen	:	1527 sq ft
Area of 2 nd Floor	:	14,400 sq ft
Area of Community Hall	:	6768 sq ft
Area of roof Top within boundary Wall	:	:21,168 sq ft
Office Garden Area	:	6390 sq ft
Approach Road Area	:	51,000 sq ft
Drain/Culvert Area	:	3,300 sq ft
Grass land	:	35,250 sq ft

(ii) Residential Complex

Total Area	:	1,87,036 sq ft
Common use Road	:	1,53,920 sq ft
Common use Grass land	:	10,960 sq ft
Park Area	:	13,516 sq ft

B. LAOs Building

Office Building	Total Area	:	70,000 sq ft
Area of Ground Floor	:	4,445 sq ft	
Areas of 1 st Floor	:	4,445 sq ft	
Road	:	1,200 sq ft	
Wet Canteen	:	390 sq ft	
Garden Area	:	5,600 sq ft	

C. Toilets

Main Office	:	22 ✓
LAOs Office	:	08 ✓

Instructions for the Bidders

1. The office of the Controller of Defence Account, Guwahati requires the services of a reputed, well established and financially sound Housekeeping Company /Firm/ Agency for providing Internal and external conservancy Services for CDA Guwahati.

1.1 Tender Document Cost : Rs.500/- (Rupees five hundred only)

Tender Documents may be collected from Admin-IV Section, Office of the Controller of Defence Accounts Guwahati, Udayan Vihar, Narangi, Guwahati- 781 171 on payment of Tender Cost of Rs.500/- through Bank Draft/Pay Order in favour of CDA, Guwahati, payable at Guwahati on any working day between 3.00 pm to 5.00 pm.

1.2 The tender documents may also be downloaded from this office website <http://cdaguwahati.gov.in>. Those bidders who wish to download the tender documents from the office website should furnish the Tender cost of Rs.500/- through Bank Draft/Pay Order along with the Bidding Documents and EMD.

2. The contract is to be for **One Year**. **The period of the contract may further be extended after the completion of contract** if this office is satisfied with the present arrangement for housekeeping and cleaning or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of cleanliness by the selected Company/Firm/Agency. This office, however, reserves right to terminate the initial contract at any time after giving one month notice to the selected service providing Company/Firm/Agency.

3. General Information about the tender:

a.	Tender reference No.	AN/IV/Conservancy/2020-21/I
b.	Last date/time for receipt of tenders	08/06/2020 15:30 hrs ✓
c.	Time and date for opening of tenders	Technical : 09/06/2020 12:00 hrs Financial : 10/06/2020 12:00 hrs
d.	Place of opening of tenders	Conference Hall, Main Office , Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati 781171
e.	Communication Address	Accounts Officer (AN-IV), Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati 781171

4. Conditional bids shall not be considered and will be out-rightly rejected at the very first instance.

5. The tendering Company/Firm/Agency is required to enclose photocopies of the documents, duly self-attested, as per the requirements of Technical Bid as given in the Enclosure-IV, failing which their bids shall be summarily / out rightly rejected and will not be considered any further.

6. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, cuttings, if any, in the Technical Bid Application must be initialled by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.

7. The quotations should be given in a two bid system, the Technical and Commercial bids. The following enclosure are forwarded along with this enquiry to assist you in preparing your technical and commercial offer:

a.	Schedule of Requirement (SOR)	Enclosure-I
b.	Scope of Work(SOW)	Enclosure-II
c.	Standard Conditions of Contracts(SCOC)	Enclosure-III
d.	Format of Technical Bid	Enclosure-IV
e.	Format of Commercial Bid	Enclosure-V
f.	Declaration about fraud and corrupt practice	Enclosure-VI
g.	Format of Bid Security	Enclosure-VII
h.	Format of Performance Bank Guarantee	Enclosure-VIII
i.	Letter of authorisation for attending bid opening	Enclosure-IX
j.	Certificate on non-participation of near relative in the tender	Enclosure-X

8. The Bids shall remain valid a period of 120 days from the date fixed for the bid submission deadline .

A. SUBMISSION/OPENING OF THE TENDER

9. PLEASE QUOTE OUR TENDER REFERENCE No. DATE OF TENDER OPENING ON SEALED COVER. FAILURE TO DO SO MAY RENDER YOUR OFFER INVALID.

10. a. Bids shall be obtained in two parts as under :

(i) Technical bid consisting of all technical details along with commercial terms and conditions; and

(ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.

b. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed with "Bid for Tender No.AN/IV/Conservancy/2020-21/1 dated 08/06/2020 with the Name and address of the Bidder."

c. The quotation must be in the form furnished by CDA Guwahati and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered. If sub-total or Grand Total has been found arithmetical wrong, during the evaluation of financial bid, the unit price will prevail and accordingly, sub-total and grand total deemed to be considered as corrected.

11. The technical bids are to be opened at the first instance and evaluated by a competent committee in the office of the Controller of Defence Accounts (CDA) Guwahati.

12. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

13. The Tenders sent by Fax will not be considered. To avoid complications with regard to late Receipt/Non-Receipt of Tenders, it may please be noted that the responsibility rests with tenderers to ensure that tenders reach this office before due date & time. Late quotes will be rejected outrightly.

14. Further negotiations, if required, will be made only with the lower bidder (L-1) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately. The commercial bid once opened will not be unilaterally revised by the firm, unless the firm is called for price negotiations specifically and asked to justify the rates.

B. EARNEST MONEY DEPOSIT (EMD)

15. This bids shall be accompanied by an Earnest Money Deposit of **Rs.76,000/-** (Rupees seventy six thousand only) in the form of Bank Guarantee/Demand Draft of any nationalized bank. The validity of the Bank Guarantee/Demand Draft must be up to 3 (three) months starting from the date of submission of the bids. The Bank Guarantee / Demand Draft shall be in favour of CDA Guwahati **and payable at Guwahati.**

16. No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.

17. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government.

18. The bids without Earnest Money shall be summarily rejected.

19. No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

20. The bid security may be forfeited:

(i) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or

(ii) In case of successful bidder, if the bidder

(a) Fails to sign the contract in accordance with the terms of the tender document

(b) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client.

(c) Fails or refuses to honour his own quoted prices for the services or part thereof. In such case, the bidder is also liable to be debarred from future tendering.

21. No interest shall be paid on the earnest money deposit.

22. The EMD in respect of the Agency which does not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned without any interest. **However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit. Further, if the Agency fails to provide services against the initial requirement within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.**

C. STANDARD CONDITIONS OF CONTRACT (SCOC)

23. SCOC shall be required to be accepted in full by all the firms participating in the contract. A contract will be signed between the contract operating Authority (COA) i.e. successful bidder and office of the CDA Guwahati incorporating the SCOC as Enclosure - III of this RFP, which will form integral part of the Contract.

D. TECHNICAL AND COMMERCIAL BIDS

25. The Technical & Commercial bids are to be submitted strictly in accordance with Annexure-I & Annexure-II to this tender enquiry.

26. Bids of those firms who do not fulfil the requisite qualifications are liable to be rejected.

27. This RFP is being issued with no financial commitment and office of the CDA Guwahati reserves the right to change or vary any part thereof at any stage. The office of the CDA Guwahati reserves the right to reject any or all of the offers without assigning any reason whatsoever. This office also reserves the right to withdraw the RFP, should it be so necessary at any stage.

E. TECHNICAL REQUIREMENTS FOR THE TENDERING COMPANY / FIRM/ AGENCY

28. The following shall be the minimum eligibility criteria for selection of bidders technically.

a. **Legal Valid Entity** : The Bidder shall necessarily be a legally valid entity either in the form of a Indian Limited Company or a Private Limited Company registered under the Companies Act, 1956 or a Proprietorship with their Headquarter or Branch Office in Guwahati. Bidder in the form of JV/consortium and Partnership is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.

b. **Financial Capacity**: The bidders should have the minimum turnover of Rupees Eight Lakh only each in the last 3 financial years (2017-2018, 2018-19 and 2019-20). Relevant proof for supporting the above shall be submitted.

c. The Bidder shall be registered with the Income Tax, GSTN and also registered under the labour laws, Employees Provident Fund Organisation, Employees State Insurance Corporation. Relevant proof in support shall be submitted

d. **Experience:** The Bidder should have experience in the similar field in the Government Departments for the last five years. Relevant proof in support shall be submitted.

e. **Licence :** The Bidder should possess a valid licence from the respective State Controlling Authority of the Government.

29. Documents supporting the Minimum Eligibility Criteria

a. In proof of having fully adhered to the minimum eligibility criteria at 2(a). attested copy of certificates issued by the Competent Issuing Authority shall only be acceptable.

b. In proof of having fully adhered to minimum eligibility criteria at 2(b), attested copy of the audited balance sheets for the completed three financial year i.e. for 2017-18, 2018-19 and 2019-20 shall only be acceptable. Authority to seek reference from the bidder's banker.

c. In proof of having fully adhered to minimum eligibility criteria at 2(c), valid attested copy of PAN, Labour Registration copy, EPFO Registration Copy, ESIC Registration Copy shall only be acceptable.

d. In proof of having fully adhered to minimum eligibility criteria at 2(d), attested copy of work orders along with work completion certificate/ experience certificates showing continuous experience in the field, issued by the Government Departments shall only be acceptable.

e. In proof of having fully adhered to minimum eligibility criteria at 2(e), attested copy of licence for supplying labour.

Non compliance with any of the above conditions by the Service Provider Company/Firm/ Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.

G. FRAUD AND CORRUPT PRACTICES

30. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

31. Without prejudice to the rights of this Office under Clause 30. hereinabove, if an Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by this Office during a period of 2 (two) years from the date such Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

32. This organization has zero tolerance for crime/atrocities against women and this must be ensured during operation under the activities included in SOR.

33. For the purposes of this clause 30, the following terms shall have the meaning hereinafter respectively assigned to them:

a) "Corrupt practice" means

(I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or

(II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the Letter of Acceptance (LOA) or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

d) "undesirable practice" means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of Interest; and

e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

H. LEGAL

34. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, GST and any other Laws/ Taxes/ Acts/ Rules etc. governing the matter/ issues etc. If at any point of time it is noticed that the Contractor is not meeting out/violating any procedures/taxes/ Acts/ Rules then that will be met out, out of the Performance Security Deposit made by the contractor.

35. The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the Controller of Defence Account, Guwahati to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

36. The Service provider shall maintain all statutory registers under the applicable laws. The Agency shall produce the same, on demand, to the concerned authority of this Office or any other authority under Law.

37. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.

38. In case, the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the Office is put to any loss/ obligation, monetary or otherwise, the Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

39. The Service Provider will solely be responsible for any legal case/dispute raised by his workers deployed in the CGDA Office and the Government of India will in no way be responsible for any such dispute and the Service Provider will indemnify the Government of India against any such legal costs/disputes.

I. FINANCIAL

40. Bids, offering rates which are lower than the minimum wages notified by the Government of India, Ministry of Labour and Employment, Central Labour Commissioner applicable in Guwahati (B Region) , would be rejected.

41. The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 5% of the contract value within 30 days of receipt of the confirmed order.

42. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. In case of validity of contract is extended beyond one or so, validity of PBG will also be required to be extended by the Contractor accordingly.

43. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Agency will be liable to be forfeited by this Office besides annulment of the contract.

44. The Agency shall raise the bill, individual wise in triplicate, along with biometric attendance sheet to the Division under whom the outsourced employees has been deployed in the first week of the succeeding month. The concerned office/officer will send the bills duly verified to the AN-IV Section, O/o the CDA, Udayan Vihar, Narangi, Guwahati 781 171, for sanction and payment.

45. The Agency will provide Aadhar Card No (if available) and full bank details, EPF Account No. and ESIC Registration No. for each individual. Whenever new individual is deployed , such details will be provided within one week of deployment.

46. The Claims towards Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill/ whole of the bill amount shall be held up till the proof is furnished, at the discretion of this Office. The copies/ tax receipts/ tokens deposited in respective offices should be submitted to this office on monthly basis.

47. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati 781 171. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Controller of Defence Accounts, Guwahati.

48. The Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati 781 171 reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document so as to overcome any of the problems encountered at any stage.

J. EVALUATION CRITERIA

TECHNICAL BID EVALUATION

49. The Client (CDA Guwahati) shall follow two bids evaluation system where the technical bid and financial bid shall be evaluated separately.

The technical bid evaluation shall be done based on the following criteria:

- (i) The responsiveness of the bid, i.e; receipts of duly filled, signed and accepted bid documents in complete form, including Authorisation letter.
- (ii) Receipt of valid EMD with requisite amount in acceptable format.
- (iii) Documents in proof of meeting the minimum eligibility criteria.
- (iv) Any other documents required to support the responsiveness of the bidder, as per tender.
- (v) A substantially responsive bid shall be one that meets the requirements of the bidding document in totality.
- (vi) The technical bid not meeting the minimum requirements as per the tender documents, shall be rejected and their financial proposals will be returned unopened.
- (vii) The bidder who qualifies in the technical evaluation stage shall only be called for opening of financial bids.
- (viii) Client shall intimate the bidders, the time/ venue for the Financial Bid opening in written communication.

FINANCIAL BID OPENING PROCEDURE

50. The Financial Bids of all the technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

51. All the qualified bidders/their authorized representatives present at the time of opening of the Financial Bids shall be asked to sign on the sealed envelope containing the Financial Bid.


52. Any bidder objecting to the same shall be disqualified and his financial bid shall be returned on the spot.

53. Absence of bidders or their authorized representatives shall not impair the legality of the process.

53. The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot, however, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error in the financial bid.

54. Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the Lowest bidder to claim that he is successful in the bidding process.

Yours Faithfully,


(U C Dey)
Accounts Officer (AN-IV)

ENCLOSURE-I

Schedule of Requirements (SOR)

(A) Service Required

1. External and Internal conservancy Service in Office-cum-Residential Accommodation in CDA Guwahati and LAOs Building at Guwahati.

(B) Requirement of Manpower for the services

Sl. No	Description of Mapower	Timing	Number
1	Supervisor	8 hours	01 (one)
1	Grass Cutter Operator cum Safaiwala	8 hours	02(Two)
2	Safaiwala	8 hours	13 (Thirteen)
		Total	16 (Sixteen)

Minimum Wages will be governed by the notification issued by Govt. of India subject to changes time to time.

(C) Machines Required for Grass cutting to be provided by CDA Guwahati.

1. Dry Vacuum Cleaner (01 Pcs.)
2. Lawn Mower/Grass cutter (01 Pcs.)

ENCLOSURE-II

SCOPE OF WORK FOR HOUSE KEEPING SERVICES (INCLUDING INTERNAL AND EXTERNAL CONSERVANCY) AND PANTRY SERVICES CONTRACT

1) EMPLOYEES APPEARANCE:

1.1) The employees to be deployed should have sound medical fitness, good physique, character and antecedents verified, having experience to handle any type of Cleaning/Housekeeping works.

1.2) Cleaning staff must be dressed in uniform with black shoe with cleaning gloves. Supervisor should monitor all jobs throughout the day and all workers at his disposal. The workers & supervisor must maintain highest discipline in the office.

1.3) Pest/rodent Control of the office premises, canteen and pantries.

2) DUTIES OF CLEANING/HOUSE KEEPING EMPLOYEES:

The Contractor shall undertake all types of work viz, cleaning, dusting, toilet cleaning, etc., in general and the following works in particular.

(3.I) DAILY WORK:

- a) Dusting and cleaning of corridors, toilets, stair-cases, parking area.
- b) Wet mopping of corridors with necessary detergents.
- c) Dusting of stairs and railings.
- d) Cleaning of toilets with toilet cleaners and deodorants etc.
- e) All toilets in the premises and other areas should be cleaned every hour.
- f) Collecting wastes and garbage and deporting it to the dumping areas.
- g) Such other cleaning or up keeping work as may be entrusted by the competent authority.
- h) Office of the CDA, Guwahati, will provide only required quantity of water for cleaning.

(3.II) EMERGENCY WORK

- 1) Cleaning and removing of Blockage in pipes in toilets and building premises.

(3.III) WEEKEND WORK:

- a) Dusting of ceilings, walls, tube lights, light shades, frames etc. in the staircases, corridors and Toilets.
- b) Cleaning internally and externally glasses of all windows once in a week.
- c) Cleaning of all the furniture and office equipments placed in the corridors.
- d) Brushing and washing of floors, stairs with necessary detergents, cleaning with chemicals etc.
- e) Removing stains from walls/floors of corridors, Toilets and Staircases.
- f) Removing cobwebs once in a week.
- g) Pest/rodent control exercise once in month or whenever required.

(3.IV) The contractor should supply housekeeping consumables as per approved list. The Consumables required per month for housekeeping, cleaning work will have to be stored at the store room as provided in the office of the CDA, Guwahati, well in one month advance. The consumables should be of the standard specified and before storing at the stores the same should be got verified by Caretaker, CDA Guwahati, regarding the quality and brand.

(4) INSPECTION:

The contractor should see that the staff properly cleans all the floors engaged for the purpose by 08.45AM. The contractor should exercise check at regular intervals on employees and ensure prompt service. The contractor shall not sublet transfer or assign this contract or any part thereof to a third party without the prior approval of the office of the CDA Guwahati. The authority will lie with the inspecting, deputed officer of the department to terminate and ask for the defaulting attendant to leave the premises in case of indiscipline, lack of duties and unbecoming behaviour within 24 hours and the contractor or his deputed supervisor shall replace the said attendant within 24 hours of the receipt of complaint oral / written.

(5) TOILETS:

(i) All the toilets shall be cleaned and made fit for use by 8.45 a.m. on all working days. In the areas in the office which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by 8.45 a.m. All periodical operations shall be executed continuously even after the closing time / normal office hours i.e. upto 6.30 p.m. Care shall be taken that the cleaning operation does not obstruct the use of toilets for a very long time. The common toilets in the office, urinals, commodes, wash basins, mirrors, tap fittings etc. shall be cleaned three times daily. The workers/ attendants employed for cleaning and supervision of toilets should be adequate in number and cater to the needs of daily cleaning and should have equitable ratios according to the number of gents and ladies toilets. The ladies toilets have to be cleaned necessarily by Female Staff only.

(ii) Toilet fresheners, naphthalene balls and urinal cubes shall be applied in all toilets by the contractor at its own cost.

(iii) The electrical fittings like tube lights, exhaust fans etc. and tiles shall be cleaned once in a week.

(iv) The pipeline shafts in all parts of the building shall be cleaned once a week and sometimes during middle of the week, if need be.

(v) A time chart of the cleaning work undertaken at the common toilets shall be exhibited at the rear side of the toilet door and shall have the initials of the house keeper and the supervisor as a mark of having completed the cleaning operation.

(vi) A performance Report has to be prepared by the Contractor and will be verified by the board nominated for the purpose by the competent authority.

(6) COMMON AREA:

(i) The corridor area, staircase and its railings and the lifts shall be cleaned and mopped once a day. The corridors and staircases shall also be cleaned using a scrubber once in a week.

(ii) The electrical fittings like tube lights, exhaust fans etc. in the corridor, staircases and lifts shall be cleaned once in a fortnight.

(iii) The doors, windows, glass, partitions, walls, skirting, artificial plants, door mats, carpets, paintings, name boards, fire extinguishers etc. in the corridors and staircases shall also be wiped clean once in a week.

(iv) Apart from periodic cleaning, if stains, spills or footmarks or by any act of human or nature, anything is found or reported in these areas, the same shall be cleaned immediately.

(v) The surroundings of the office buildings including car parking, Two wheeler sheds shall be cleaned daily. They should be totally free from dead/dropped leaves and litter.

(vi) Common residential area etc. shall be cleaned daily. They should be totally free from dead/dropped leaves and litter.

(vii) Drain/culverts of offices and common area of residential accommodation are to be cleaned weekly basis.

(viii) Cobwebs, honey combs etc. if found or reported anywhere shall be removed immediately.

(ix) All rubbish and waste items that get accumulated at the canteen/toilets/corridors/open spaces/lawn and staircases shall be relocated periodically to the dumping points set up by the Department/Corporation of Guwahati and there shall be no left-over at the end of the day and it has to be dumped outside the Building complex/campus by lifting those accumulated garbage using its own machinery/equipments/vehicles by the company/agency/firm. The exterior area of building premises also shall be cleaned every day.

(7) OFFICE GARDEN:

(i) Cleaning of weeds and dead leaves on daily basis.

(ii) Grass cutting weekly basis.

(iii) Soiling twice in a year for gardening.

(iv) Trimming of shrubs planted for office beautification on weekly basis.

(v) Watering of flower plants, shrubs and pots on daily basis

(vi) Cleaning or up keeping work as may be entrusted by the competent authority.

(8) PARK

(i) Cleaning of weeds and dead leaves on daily basis.

(ii) Cleaning or up keeping work as may be entrusted by the competent authority.

(9) COMMON RESIDENTIAL AREA IN OFFICE-CUM-RESIDENTIAL COMPLEX

(i) Cleaning of roads and adjacent grass land on daily basis.

(ii) Cleaning of drain and culverts and grass cutting on weekly basis.

(iii) Cleaning of garbage collection points.

(iv) Disposal of garbage collected at collection points as per laid down norms by Guwahati Municipal Corporation.

(v) Cleaning or up keeping work as may be entrusted by the competent authority.

ENCLOSURE-III
STANDARD CONDITIONS OF CONTRACT

Special Conditions of Contract : Special conditions of contract are supplementary conditions applicable to a specific tender and contract. Such conditions become essential particularly in cases of contract for supply of services or even equipment. In addition, there may be a need to stipulate conditions like stage inspection, acceptance trials, installation, setting to work, and commissioning or pre-defined stages of payment for services.

i) Any short supply or inadequacy with regard to manpower, consumables and equipment employed by the contractor as stated in the commercial bid shall be viewed seriously.

ii) In the areas in the office which are to be cleaned daily, the first cleaning operation in all aspects shall be completed and made fit to use by 8.45 a.m. All periodical operations shall be executed continuously till the closing time i.e. 6.00 p.m. Necessary baskets to carry the cleaning material properly will also be provided by the vendor.

iii) The schedule of weekly and fortnightly cleaning operations to be undertaken shall be submitted to the designated officer on the last working day of the previous month and the contractor shall strictly adhere to the schedule. All weekly and fortnightly cleaning operations (other than dust removal on records through vacuum cleaning) shall be undertaken on Saturdays and holidays or at the convenience of the officer occupying the chamber.

iv) The contractor shall ensure that his employees shall have Identity Cards, provided by the contractor which shall be worn in such a way that it is prominently displayed and visible for any person to identify the individual representing the contractor.

v) The employees shall report to the officer-in-charge assigned by the Department. **If the performance of the contractor is not found to be satisfactory, 5% of the bill amount of the month shall be deducted and in case of continued poor performance contract will be terminated after giving written notice.**

vi) The contractor shall provide all cleaning equipment and cleaning materials which shall be harmless and eco-friendly and shall in no way damage the floors and other items by way of fading stain, foaming, eroding etc. No escalation of cost of consumable cleaning materials will be allowed during the period of the contract.

Minimum Cleaning materials as per office assessment to be used/required per month are as under.

Sl. No.	PARTICULARS	Minimum Quantity Required per month
1.	Liquid Soap (Dettol/Life) 250ml boy/Lux)	12 No.s
2.	Lizol/Domex Floor cleaner 500ml	18 No.s
3.	Colin or Glass Cleaner 500 ml	6 No.s
4.	Duster Cloth	2-3 mtrs
5.	Soft Broom	5-6 Nos
6.	Coconut Broom	2-3 Nos
7.	Harpic 500 ml	10 No.s
8.	Mop Stick/PINZA Mop	1-3 No.s
9.	Air Freshner/Odinal 250 ml	6 No.s
10.	Toilet napkins	10-15 Pkt

11	Toilet Roll	2-3 Nos
12	Paper Napkins (Soft 2/4 ply)	2-3 Nos
13	Naphthalene Balls 500 gm	2 pkts

Quality and quantity of material used to the satisfaction of the contractor will be ensured by the contractor. The stock of cleaning materials is being verified by Officer in Charge (AN-IV) in every month. Also, contractor have to keep purchase voucher/invoice safely till the expire of contract and the same may be asked for at any time during the contract period. Requirement of cleaning materials may be increased and contractor is liable to provide the same.

List of others Materials to be used or required which will be depend on site requirement are also mentioned

01	Garbage Bag Big	} As per site requirement
02	Garbage Bag Small	
03	Toilet Brush with Stand	
04	Squeezer	
05	Scrub Pad	
06	Mugs	
07	Dust Pan	
08	Spray Refill	
09	Mosquito Spray	
10	Detergent Cake	
11	Detergent Powder	
12	Baskets	

All the items have to be provided by the contractor at his own cost.

vii) The number of supervisor/safaiwala may be increased/reduced during the currency of contract. In such cases, charges applicable in respect daily wages shall be allowed. Escalation/reduction of Charges on other item of the contract shall not be allowed.

viii) The housekeeping **supervisors** shall be available in the CDA building premises from 7.00 a.m. to 3.00 p.m. on all working days. He shall be in-charge for the overall act of cleaning/pantry services in respect of the buildings.

ix) The contractor is responsible for payment of monthly salary on due date to the employees.

x) The contractor is solely responsible for the statutory payments such as ESI, PF etc. paid to the concerned authorities. Proof of such payments have to be produced along with the bill .

xi) The contractor shall submit the bills along with relevant documents for the current month in the succeeding month or thereafter so as to enable the Department to process the same and pay the contractor.

xii) Tax shall be deducted at source as per the Income Tax Act from the monthly bills.

xiii) If in the opinion of the Department, the contractor engages inadequate number of employees or does not execute the work in a satisfactory manner or in accordance with the terms and conditions of the contract, the Department may get the work done through a third party contractor, without any written notice to the contractor, the cost of which shall be recovered from the contractor from the monthly payment and/or the money available with the Department as performance guarantee.

xiv) In the event of the Department deciding to renew this contract on the same terms as embodied in the decision to the contractor prior to the expiry of this agreement, in which event the parties to this agreement shall be governed by such documents for future or further transactions.

xv) It shall be the responsibility of the contractor to comply with the service conditions of its employees including fixation and payment of their wages. However, in order to keep the Department informed, for the purpose of the Department's statutory responsibilities and liabilities if any, as may be applicable from time to time, the contractor shall intimate the Department, the details of wages paid to the workmen and if the need arises to depute its representative to be present at the time and place of disbursement of wages by the contractor and inspect relevant records if any. The Department may verify such payments made in the wage register maintained by the contractor.

xv) The contractor shall ensure that its employees present themselves clean and tidy and in proper attire whenever they carry out the work covered by this agreement. Their uniform shall be decided in consultation with the AO (AN-IV).

xvi) The contractor shall indemnify and shall keep the Department indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the work and the Department shall not be liable to pay for any damages or compensation to such person or to third party.

xvii) The contractor shall, at all times, indemnify the Department against any claim which could arise under the workmen's Compensation Act, 1953 and/or under any statutory notification thereof or otherwise in respect of any damages or compensation in consequence of any accident, injury sustained to any of the workmen engaged by the contractor or other persons whose entry into the Department premises has been authorized by the contractor. The contractor shall insure all the employees engaged for this job and such policy shall be produced to the Department on demand.

xviii) In the event of any exigencies, the Department shall have discretion to call upon the contractor to provide such additional employees as may be necessary in its opinion for the purpose of effectively carrying out the services contemplated in this agreement.

xix) GST as per laws in force shall be paid by the Contractor.

xx) That the contractor shall arrange for the maintenance of all such registers and forms as are statutorily required and/or considered necessary for the efficient performance of the contract.

xxi) That it shall be clearly agreed and understood by the contractor that all the persons provided shall be the employees of the contractor and all disputes between the contractor and its employees shall have no bearing on the Department. The Department shall not be responsible for any claims made by such persons and shall not be liable to pay any amount to any employee/ex-employee of the contractor. The contractor is fully responsible for disciplined behavior of its workmen.

xxii) The contractor shall not allow or incite his workers to participate in any trade union activities, agitations in any of the two premises.

xxiii) All damages caused by the contractor or that of the contractor's employees or arising out of its employee's instruction shall be charged to the contractor and recovered from his dues/bills or adjusted against the performance guarantee.

xxiv) Failure by the contractor to comply with any statutory requirement and/or the terms of the agreement during the period of contract shall result in deductions from the bill at the rate fixed by the Department for each lapse and/or termination of the contract and subsequent disqualification from participation in any future tender of the Department and/or any other government department.

xxv) The contractor is liable for payment of penalty at the discretion of the Department up to a maximum of Rs.500/- (Rupees five hundred only) per instance for poor services, inadequate staff, improper upkeep or cleaning, use of the office properties by the employees employed by the contractor etc. and/or for non-compliance of any terms of the contract and the same shall be recoverable from the bills payable to the contractor. This applies to all the work covered in this contract.

xxvi) Besides the above, an undertaking as follows shall also be furnished:-

"The contractor hereby agrees to undertake that he/she shall abide by and conform to the various provisions in so far as they relate to him as specified in the Contract Labour (R&A) Act, 1970".

xxvii) The employees will work on all days including Saturdays and Sundays. Moreover if so required the employees will also work on holidays as per requirement and as decided subsequently.

xxviii) The employees will work punctually at the prefixed/ timings

xxix) The employees will have uniform attire and wear it daily without fail.

xxx) **All cleaning materials and cleaning equipment will be provided by the contractor.** The cleaning materials shall be harmless, eco-friendly and certified for human use by the ISI/BIS. The material used will in no way damage the floors and other items by way of fading, stain forming, eroding etc. The contractor will ensure sufficient provision of liquid soap/soap, toilet paper and other articles in the wash room/ toilet. The contractor will ensure that the work undertaken by its employees is carried out efficiently and to the satisfaction of the CDA, Guwahati.

xxxi) The contractor and the employees engaged by the contractor will follow the entry and exit procedures of the department as may be determined by the department from time to time.

xxxii) Close liaison will be maintained with our officers-in-charge concerned for smooth and efficient performance of duties of the house keepers.

xxxiii) The contractor will ensure that the employees present themselves as clean and tidy and in proper attire. The contractor will indemnify and will keep the CDA Guwahati indemnified against acts or omission or negligence, dishonesty or misconduct of the men engaged for the work and the CDA Guwahati will not be liable to pay for any damages or compensation to such person or to third party.

xxxiv) All the persons provided/engaged by the contractor will be the employees of the contractor and all disputes between the contractor and its employees will have no bearing on the CDA Guwahati and will not be responsible for any claims made by such persons and will not be liable in any manner. The contractor will be fully responsible for disciplined behavior of its workmen. The CDA Guwahati will not be responsible in any way with regard to injury or mishap to the work force during their duty in the premises.

xxxv) All damages caused by the contractor or that of the contractor's employees or by any other employees arising out of its employees instruction will be charged to the contractor and recovered from its dues/bills.

xxxvi) Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract will result in termination of the contract and subsequent disqualification from participation in any future tender of the department.

xxxvii) In case the contractor withdraws or the CDA Guwahati terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract, the additional expenses in hiring a new contractor on temporary arrangement till the time of appointing a regular contract through a tender process, will be adjusted against payments to be made.

xxxix) No negotiation will be undertaken with any tenderer except L1.

xl) The Supervisor engaged by the Contractor will have to monitor all jobs throughout the day and all employees/workers must be at his disposal.

xli) The employees/workers of the service provider will have no right to claim with the CDA Guwahati or to claim absorption on completion of the above contract scheme.

xlii) The Performance Security Deposit will be forfeited if the Contractor backs out without the explicit consent of the CDA Guwahati.

xliii) If the performance of the service provider is not upto the mark or is not found satisfactory the department/CDA Guwahati will either engage another contractor and/or cancel the contract on one months notice.

Termination of Contract : The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :-

(a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (two months) after the scheduled date of deliver.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of material is delayed due to causes of Force Majeure by more than (two months) provided Force Majeure clause is included in contract.

(d) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(d) As per decision of the Arbitration Tribunal.

xliv) The contractor will not sublet or transfer any part of the contract.

xliv) If the performance of any worker/employees is not found satisfactory by this office the contractor will be asked to replace him.

xlvi) Payment will be made on monthly basis on receipt of bill. No advance payment will be made in any case. If any penalty is levied then that will be deducted from the monthly bills.

xlvii) The CDA Guwahati or the contractor in case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, will give notice to other party within 15 days of the occurrence of such incident that on account of the Above event the notifying party has delayed the performance beyond its reasonable control and it was not due to negligence or default on its part.

xlviii) Either party as or when it gives notice of force majeure will provide confirmation of such event in the form of a certificate from the Govt. or the CDA Guwahati. The parties will be relieved of their respective obligation to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

xlix) In the event of any question, disputes or difference arising between the both parties relating to any interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by the mutual consultations and on failure to do so will be referred for arbitration to the nominee of the CDA, Guwahati. The decision of arbitration to the agreement in this regard will be final and binding upon both the parties. The parties will continue to perform obligation under this agreement during arbitration proceedings.

l) The venue for arbitration will be Guwahati.

li) The actual numbers of employees/ employees/workers and supervisors etc. so engaged by the contractor will be the whole and sole criteria/decision on the part of the contractor. :

lii) The employees deputed by the contractor shall have no privity of contract with the CDA, Guwahati and they shall not be treated employees / part time workers or licensees of the department i.e. the CDA Guwahati in any manner whatsoever for the purpose of wages / payments of any nature / or statutory obligations as per law of the land.

liii) The engagement of employment is purely amongst the contractor & the employees. The CDA Guwahati has nothing to do with the same.

liv) PAYMENTS

1. After Selection of the Successful bidder as Contractor, a price schedule shall be annexed to the Articles of Agreement according to which all payments shall be made to the Contractor by the Client for the conservancy services.
2. The prices in the Price Schedule shall be exclusive of GST or any other applicable taxes as may be levied by the Government from time-to-time and the same shall be charged in addition to the applicable rate.

3. The Contractor shall raise invoice per month and submit the same to Client by 5th of every following month along with proof of online payment to the labour and other statutory payment to the concerned authorities i.e EPF,ESI & GST.
4. The initial cost of the Contract shall be valid for a period of one year. No price escalation shall be entertained by the Client during the period. However, on revision of minimum wages, the Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
5. After expiry of the initial period of the Contract of one year and if the Contract is renewed by the Client, there will be no cost escalation. However, the Contractor shall claim increase in the Contract cost only on account of increase in the minimum wages, as and when increased by the Government.
6. In addition to the Contract payments, the Client shall pay for any additional services required by the Client, which are not specified in the **Price Schedule**.
7. All payments shall be made in Indian Currency by means of bank transfer through SBI CMP (State Bank of India Cash Management Product).
8. Client shall be entitled to deduct in accordance with Applicable Law, Income Tax or withholding tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.
9. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

iv) PENALTIES


1. The Contractor shall disburse salary to its deployed guarding manpower, latest by 5TH of every month, failing which penalty of Rs.100/- per day will be imposed up to 15th of the month and thereafter the contract shall be liable to be terminated, the Security Deposit / Performance Bank Guarantee shall be forfeited and the Contractor is liable to be blacklisted by the Client. In such cases, the Client shall have the power to appoint any other agency for the security services at the risk and cost of the Contractor.
2. Short Attendance of Labour: In addition to the non-payment of wages for the period of absence, Rs. 100/- (Rupees one hundred only) per head will be recovered from the bill for any short attendances during the month
3. Quality Cleaning Material: In case any shortcoming or inferior quality is noticed in the cleaning materials as shown above in para (vi) above, the same will be purchased from the market and bill amount will be recovered from the monthly bill of contractor. In case it happens more than two occasions in a month, a penalty of Rs. 500/- (Rupees Five Hundred only) will be recovered for such each occasion.
4. Lapses in cleaning: Any lapses in cleaning and dusting will be liable for penalty as deemed fit by the board nominated by the competent authority.

REPORTING OF CLEANING/ HOUSEKEEPING EMPLOYEES:

The employees deployed by the contractor shall report to the officer designated by the CDA Guwahati in charge of housekeeping work and shall follow the instructions in respect of allocation of work on a day to day basis.

MISCELLANEOUS:

Complying with the legal rules and regulations of the State Government and Central Government governing the work contract would be the sole responsibility of the contractor. The contractor shall ensure that the required work would be completed even in the absence of the person(s) he deploys for the same. The Department reserves the right to accept/reject any tender or all tenders without assigning any reason.


(U C Dey)
Accounts Officer (AN-IV)

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Providing Internal and external conservancy Services in Office-cum-Residential Complex in CDA Guwahati and LAOs Complex in Narangi Military Station.

1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)									
2.	Name of proprietor/Director of Company/Firm/Agency									
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail									
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail with name of the Contact Person(s) and Mobile No.									
5.	Banker of Company/Firm/ Agency with full address (Attach certified copy of statement of A/C for the last three years)									
6.	PAN/GIR No. (Attach self attested copy)									
7.	GST Registration No. (Attach self attested copy)									
8.	E.P.F. Registration No. (Attach self attested copy)									
9.	E.S.I. Registration No. (Attach self attested copy)									
11.	Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of Government Departments, PSUs and other Private sector, during the last five years in the following format. (Attach attested copies). <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Details of client along with address, telephone and Fax numbers.</th> <th>Amount of Contract. (Rs. in Lakh)</th> <th>Duration of Contract. From – to</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (If the space provided is insufficient, a separate sheet may be attached.)	Sl. No.	Details of client along with address, telephone and Fax numbers.	Amount of Contract. (Rs. in Lakh)	Duration of Contract. From – to					
Sl. No.	Details of client along with address, telephone and Fax numbers.	Amount of Contract. (Rs. in Lakh)	Duration of Contract. From – to							

13.	List of Equipment available with the bidder for the purpose of cleaning along with the copy of Bill of purchase of such equipments	
14.	Total No. of years of experience in providing similar services with the list of clients year wise.)	
15.	Income declared in I.T. returns for F.Y. 2017-18, 2018-19 And 2019-2020 (enclose copy of IT Returns acknowledgement for the relevant assessment years alongwith Audit report u/s 44AB).	
16.	Total Service Tax/VAT/GST Remitted in F.Y. 2017-18, 2018-19 and 2019-20.	
17.	Total Turnover of the business in F.Y. 2017-18, 2018-19 and 2019-20.	
18.	Total No. employees in the service providing company/agency/firm	
19.	Affidavit stating that the agency is / has not been black listed by Centre / State Government / PSU in last three years	
20.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – Annexure-III)	
21.	Details of Earnest Money Deposited: DD No.....Dated..... Amounts:Rs..... Drawn Bank.....	

22. Brand Name of the following cleaning materials to be given (The bidder may however add further consumable items, if required) :-	
Sl. No.	PARTICULARS
1	Liquid Soap (Dettol/Life boy/Lux)
2	Lizol/Domex Floor Cleaner

3	Colin or Glass Cleaner
4	Duster Cloth
5	Soft Broom
6	Coconut Broom
7	Harpic/Sanifresh Toilet Cleaner
8	Mop Stick/PINZA Mop
9	Air Freshner/Odinal
10	Toilet napkins
11	Garbage Bag Big
12	Garbage Bag Small
13	Toilet Brush with Stand
14	Squeezer
15	Scrub Pad
16	Mugs
17	Dust Pan
18	Toilet Roll
19	Paper Napkings (Soft 2/4 ply)
20	Air Freshener/Spray Refills
21	Mosquito Spray
22	Detergent Cake
23	Detergent Powder

23. Certificate on non-participation of near relative in the tender

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

I, _____ Son/Daughter/Wife of
Shri _____ Proprietor/Partner/Director/

Authorized signatory of the Company/Agency/ Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides any liabilities towards prosecution under the appropriate laws.

Date:
Place:

Signature of authorized person
Full Name:
Seal:

COMMERCIAL BID

(To be kept in a separate sealed envelope)

For Providing internal and external conservancy in Office-cum-residential Complex of CDA Guwahati and LAOs Office Complex in Narangi Military Station.

1. Name of tendering Service Provider
Company / Firm/ Agency :
2. **CONTRACT RATES PER PERSON PER MONTH:**

QUOTE YOUR PRICES

Sl. No.	Category	Quoted Amount per month ** (Rs.)
1.	Please quote total bid price (charges) Providing internal and external conservancy <i>Please insert total of Sl No.10 of Table 'A' (Please quote break-up in Table A)</i>	
	Total Bid Price (per month)	
	(Rupees....)	

****Note :**

- (i) The bidder are required to quote the break-up / bifurcation of above quoted prices in Table 'A' of Price Bid.
- (ii) Payments shall be made by the Client as per the terms and conditions of the Tender Documents.
- (iii) Prices shall be valid for a period of one year. However, on revision of minimum wages, Contractor may request in writing for enhancement of minimum wages accordingly to the Client, which shall be considered and agree, if found reasonable by the Client.
- (iv) The charges on account of daily wage shall be on **22 days** a month basis
- (v) Minimum rate of wages notified by the Chief Labour Commissioner (Central) Delhi includes the wages for weekly day of rest.
- (vi) The quoted consolidated monthly amount shall be inclusive of all charges including Client's contribution towards ESI, PF, Gratuity, Bonus, Leave, Substitutes, uniform and training.
- (vii) The prices in the Price Schedule shall be exclusive of any tax or/and other applicable taxes as may be levied by the Government from time-to-time and the

same shall be charged in addition to the applicable rate.

(viii) The Contractor shall mandatorily ensure that the cost per head as shown in Table 'A' is paid as monthly wages to their employees who are deployed in Client's premises for different services through bank transfer/online payment.

(ix) **TABLE-'A'**

(QUOTED PRICE BREAK-UP FOR CONSERVANCY SERVICES IN OFFICE CUM RESIDENTIAL COMPLEX IN CDA GUWAHATI AND LAOs COMPLEX IN NARANGI MILITARY STATION)

Sl. No.	Description	Rate	Qty	Total (Rate x Qty)
1	Wages for Labour (Supervisor) un skilled	503	1	
	Wages for labour (Grass cutter cum safaiwala) un skilled	503	2	
	Wages for labour (Safaiwala) un skilled	503	10	
2	ESI Contribution (Employer's share)	3.25%		
3	EPF Contribution (Employer's share)	13%		
4	Total (1+2+3)			
5	Cost of consumable and cleaning material.**			
6	Total (4+5)			
7	contractor profit (in % over the item at serial No.6)***			
8	Total of (6+7)			
9	GST on SI No 8			
10	Total (8+9)			

* Note: The minimum wages (Area "B") w.e.f 01/10/2019 prescribed by Government of India, Ministry of labour & Employment, vide O/o The Chief labour Commissioner New Delhi letter No. 1/36(5)/2019-LS-II dated 23/09/2019 is as under:-

Category	Min.Wages (in Rs.)	VDA (in Rs.)	Total (in Rs.)
Sweeping and Cleaning	437	66	503

** Please go through Enclosure-III carefully . A firm quote freak rate in case of cleaning materials and consumables will be rejected in financial bid. Before submission of bid please check/survey office buildings in office hours with permission from Officer in charge (AN-IV) section.

*** CONTRACTOR PROFIT: A firm quote Profit percentage less than 1% will be disqualified in Financial bid.

DEDUCTIONS: Income tax as applicable shall be deducted at source. The Service Providing Company/Agency/Firm shall be responsible for meting out all the tax implications as per Rules of other Government Departments.

Notes:

1. The rates quoted by the tendering Agency should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by the Service providing Company/Agency/Firm during the month.

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice or restrictive practice as defined in Section-B of Fraud and corrupt practice on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central or State; and
- b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt practice of the terms and conditions of the documents, no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of law.

We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Managers/ Employees.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory)

Date :

BID SECURITY FORM

No.....

Date.....

To

**The Controller of Defence Accounts Guwahati (hereinafter called "The Owner")
Office of the Controller of Defence Accounts
Udayan Vihar, Narangi, Guwahati- 781 171**

Whereas M/s.....(Hereinafter called "the bidder") has submitted its bid dated.....for providing **Internal And External Conservancy Services** on contract basis under Tender No.AN/IV/Conservancy/2020-2021/I dated 15/05/2020 KNOW ALL MEN by these presents that WEof having our registered office at

(Hereinafter called 'the Bank') are bound unto The Owner in the sum of Rs/- (Rupeesonly) for which payment will and truly to be made of the Owner, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligations are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Owner, during the period of bid validity.
 - (a) fails or refuses to execute the Contract, if required;
OR
 - (b) fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.
OR
 - (c) fails or refuses to perform their duties fully or partially to the satisfaction of the Owner.

We undertake to pay the Owner up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Owner will not justify the demand of the amount claimed by it is due to it owing to the occurrence of any one or both of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified inof the Bid document up to 120 days and including Thirty Two (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Name & Signature of witness
Address of witness

Signature of the Bank Authority
Name
Signed in capacity of
Full address of Branch
Tel No. of Branch
Fax No. of Branch

PERFORMANCE BANK GUARANTEE

(To be executed on non Judicial stamped paper of an appropriate value)

Date :
Bank Guarantee No :
Amount of Guarantee :
Guarantee Period : From to.....
Guarantee Expiry Date :
Last date of Lodgement :

WHEREAS Office of the Controller of Defence Accounts Guwahati (“CDA Guwahati”) having its office at Udayan Vihar, Narangi, Guwahati – 781 171 (hereinafter referred to as “**The Owner**” which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance(LoA)*] (“**Contract**”) with [*insert name of the Successful Bidder*]

.....(hereinafter referred to as the “**Contractor**” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and providing of guarding services (“**Guarding Services**” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Guwahati for an amount equal to 5% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “**Guaranteed Amount**”) against due and faithful performance of the

Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank guarantee shall be valid from the date hereof up to the expiry of the Warranty Period including any extension thereof.

AND WHEREAS the Contractor has approached [*insert the name of the scheduled bank*] (here in after referred to as the “**Bank**”) having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:-

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is

due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PGB to the bank for amendment in price.

- (ii) However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding [figure of Guaranteed Amount to be inserted here]..... only).
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.
- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is effected.
- (vi) This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts of Guwahati for the purposes of settling any disputes or differences which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- (vii) All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.
- (viii) NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guaranteed Amount and this bank guarantee shall expire on the expiry of the Warranty Period under the Contract.
- (ix) Unless a Demand under this bank guarantee is filed within the stipulated period from the date of expiry of this bank guarantee all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder.
- (x) However, in the opinion of the Owner, if the Contractor's obligations against which this

bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.

- (xi) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated [date of power of attorney to be inserted].....granted to him by the Bank.

Date:

Bank

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

ENCLOSURE- IX

(Letter of Authorisation for attending Bid Opening)

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING
(To reach on or before time of bid opening (Technical and Financial))**

To

The Accounts Officer (AN-IV)
Office of the Controller of Defence Accounts Guwahati
Udayan Vihar, Narangi, Guwahati 78 1171

Subject: Authorization for attending bid opening on _____ (date) in the
Tender No. _____

Following persons are hereby authorized to attend the bid opening for the tender
mentioned above on behalf of _____ (Bidder)
in order of preference given below.

Order of Preference	Name	Specimen Signatures
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I.

II.

Alternate Representative

Signatures of Bidder

Or

Officer authorized to sign the bid

Documents on behalf of the Bidder

- Note:
1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received

CERTIFICATE

Certificate on Non-Participation of near Relatives in the tender

I _____, S/O _____, R/O _____

_____ hereby certify that none of my relative(s) as defined in Section 12 of tender document is/are employed in CDA Guwahati Organisation as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, CDA Guwahati office shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Signed _____

For and on behalf of the Bidder
Name (caps) _____

Position _____

Date _____