

Tender No.CCA/Admn/13-8/II/2010/Tender(Sweeping & Cleaning)/90
Govt. of India
Ministry of Communication & IT
Department of Telecommunications
Office of Controller of Communication Accounts,
Sanchar Lekha Bhawan, Jhalana Doongri, Jaipur-302 004

No.CCA/Admn/13-8/II/2010/Tender(Sweeping & Cleaning)/90

dated at Jaipur , the 05.04.2016


NOTICE INVITING TENDER

Bids are invited on behalf of the President of India for Sweeping & cleaning of entire building & premises of Controller of Communication Accounts, Jaipur office which will be specified in the letter communicating the acceptance of tender/award of work. The method of submission of tender, amount of Earnest Money / Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per the specifications given in Annexure-II. The proforma for submission of tender has been given in Annexure-III (Technical Bid) and Annexure-IV (Commercial Bid) of this notice inviting Tender. The schedule of tender is given as under :-

2. Schedule of Tender :-

Tender Number and Date	CCA/Admn/13-8/II/2010/Tender(Sweeping & Cleaning)/90 Dated 04.04.2016
Estimated Cost of Tender	Approximately Rs. 1,70,000/- (Rupees One lac Seventy thousand Only)
Pre-bid meeting for any clarification on the tender	11.04.2016 at 15:00 Hrs
Last Date and time for receipt of Tender	28.04.2016 upto 14:30 Hrs
Amount of Earnest Money Deposit as per clause of Annexure-I	Rs. 3,400/- (Rs. Three Thousand four hundred Only)
Date and time of opening of Technical e-Bid	28.04.2016 at 15:00 Hrs
Tender Fees	Rs. 250/-
Venue for Pre-bid meeting	Conference Room at Office of the Controller of communication Accounts, Sanchar Lekha Bhawan, Jhalana Intuitional Area, Jaipur – 302 004

3. Intending eligible bidders may obtain Bid Document from the AO (Admn.), O/o CCA Rajasthan, Sanchar Lekha Bhawan, Jhalana Doongri, Jaipur-302004 on submitting the receipt of payment of Rs. 250/- (Rs. Two hundred fifty only) (non refundable) to "Accounts Officer (Cash), O/o CCA, Jaipur" on any working day upto 15.00 hrs. of due date. The tender document can also be downloaded from our website www.dot.gov.in and www.ccarajasthan.gov.in. In this case a separate demand draft of Rs. 250/- (tender document fees) in favour of "Accounts Officer (Cash), O/o CCA, Jaipur" payable at Jaipur, issued by nationalized/scheduled bank towards cost of the bid document has to be submitted along with the bid, otherwise the bid will be treated as invalid. The bidders shall have to deposit Earnest Money Deposit (EMD) as Bid Security in the form of Bankers Cheque/Demand Draft along with the bid. The Tender document will not be issued/received by post/courier. Other terms and conditions will be as per the Tender Document.
4. Date and Time for Financial Bid opening will be intimated to the technically qualified bidders subsequently.


Accounts Officer (Admn.)
O/o the Controller of Communication Accounts
Sanchar Lekha Bhawan, Jhalana Doongri,
Jaipur -302004
Tel.: 0141-2707488
e-mail : cca-jaip-rj-dot@nic.in

Seal & Signature of the bidder

Office of the Controller of Communication Accounts, Jaipur

ANNEXURE-I

General Terms & Conditions :-

Note :- *The employees of Department of Telecommunications and their near relatives are not entitled to participate in this tender - See para 3 below.*

Subject :- **Notice inviting Tenders for** Sweeping & Cleaning of entire building & premises of Controller of Communication Accounts, Jaipur office.

Parties :- The parties to the Contract are the Contractors (the tenderers to whom the work shall be awarded) and the Govt. of India through the Department of Telecommunications for and on behalf of the President of India.

1. Address :-

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by Registered Post with acknowledgement to the office of the **Controller of Communication Accounts, Jhalna Doongri, Jaipur – 302 004**. The contractor shall be solely responsible for the consequences of any omissions or errors to notify the change of address in the aforesaid manner.

2. Earnest Money :-

2.1 Earnest Money of Rs. 3,400/- (Rupees three Thousand four hundred Only) in cash can be deposited by the bidders in this office and Original receipt in form of ACG-67 should be attached with Technical Bid of their tenders. The bidder can also deposit the EMD in form of Bank Cheque or Demand Draft in favour of "Accounts Officer (Cash) O/o CCA, Jaipur" to be enclosed with BID document.

2.2 No request for transfer of any previous deposit of bid or performance securities or payment of any pending bill held by the Department in respect of any previous work will be entertained.

2.3 Tenderer shall not be permitted to withdraw his offer or modify the terms & conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be liable to be forfeited.

2.4 The tenders without Earnest Money Deposit will be summarily rejected.

2.5 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.

3. Eligibility :-

3.1 The bidder should be an established entity of repute, has a high credibility in handling sweeping & Cleaning for Ministry/Departments of Central or State Govt./PSUs during the last one year. The experience certificate should be enclosed with the technical bid.

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- 3.2 The bidder must have at least one office running under the banner of bidding entity in Jaipur. The details like address with supporting proof, contact number etc. to be submitted.

4. Preparation and Submission of Tender :-

The bidder will submit (i) Technical bid and (ii) Financial bid in separate envelopes duly wax/tap sealed and clearly written on top of both envelopes as "Technical bid" or "Commercial bid", as the case may be. Both these envelopes will also be put in third envelope clearly written : "**Tender for Sweeping & Cleaning work for the office of CCA Rajasthan**" on it. Commercial bids of only those bidders whose bids are found qualified after Technical Bid evaluation, will be opened at a later date.

The inner and outer envelopes shall be :

- a) Addressed to the following address :

Accounts Officer (Admn.) O/o CCA, Rajasthan Telecom Circle, Sanchar Lekha Bhawan, Jhalana Doongri, Jaipur.

- b) Shall bear "Tender for Sweeping & Cleaning work for the office of CCA, Jaipur" and the tender number.

- c) The inner and outer envelopes shall indicate the name and address of the bidder to enable the bid to be returned in case it is declared late or unqualified, as the case may be.

- d) Bids delivered in person, shall be delivered in the tender box kept in the chamber of Dy.CCA (Admn.) O/o CCA, Jhalana Doongri, Jaipur- 302 004 on or before the date and time as specified in NIT. The CCA Rajasthan shall not be responsible if the bids are delivered elsewhere. The CCA Rajasthan will assume no responsibility for the bids misplacement or premature opening.

- e) **Venue of Tender Opening** : Tender will be opened in the chamber of Dy. CCA (Admn.) O/o CCA, Jhalana Doongri, Jaipur at 15.00 hrs. on the due date.

The employees of Department of Telecommunications and their near relatives are not entitled to participate in this tender. If it is noticed at a later date that this condition is violated, the agreement in consequence of this tender is liable to be cancelled forthwith apart from legal action.

5. Signing of Tender :-

Individual signing the tender or other documents connected with contract must specify whether he signs as :

- a.) A "Sole Proprietor" of the concern or constituted attorney of such sole proprietor;
b.) A partner of the firm, if it is a partnership firm in which case he must have authority to execute on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partner of the firm.
c.) Director or a Principal Officer duly authorized by the Board of Directors of the Company, if it is a company.

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N.B.

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting executing of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed alongwith the tender.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, all the partners of the firm must sign the tender and all other related documents.
- (iii) A person signing the tender form or any other document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, competent authority may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available including the forfeiture of fixed deposits.
- (iv) The tenderer should sign and affix his/her firm's stamps at each page of the tender and all its Annexure as the acceptance of the offer. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER. (This sub clause will not be applicable in cases where signing of a separate agreement is considered by the Department of Telecommunications as necessary). The copies will be attached with Bid.
- (v) The tenderer firm should have registered only before the date of NIT issued.

6. The Bid :-

A duly constituted Tender Evaluation Committee (TEC) will evaluate the bids.

Technical Bid :-

The Technical Bid should be submitted in form given in Annexure-III alongwith the copy of original receipt obtained from Controller of Communication Accounts, Jaipur after depositing EMD amount indicated above alongwith any information sought for duly signed and stamped by the tenderer in token of having accepted of all terms and conditions should invariably be furnished with technical bid, failing which, tender may be rejected at the stage of examination of technical bids.

Commercial Bid :-

The Commercial bid should be submitted in form given in Annexure-IV. The commercial bid of the tenderers short-listed after evaluation of the technical bids only will be opened on a specified date and time to be intimated to the respective tenderer.

A consolidated price should be quoted inclusive of all taxes and charges. The price quoted shall be firm and final.

Terms of payment as stated in the Tender Document shall be final.

At the time of payment of bills, the income tax, if any and any other tax as per rules/law shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

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7. Validity of the bids :-

The bids shall be valid for a period of minimum 1 (one) year from the date of award of the work. After the completion of work, the Controller of Communication Accounts, Rajasthan Circle, Jaipur may extend the tender for next year on same rate and same terms & conditions.

8. Opening of Tender :-

The tenderer is at liberty to either present himself or to authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification, on the date and time indicated in the "Schedule of Tender". Bid will be opened and read out in the presence of the tenderers or their representatives.

9. Criterion for evaluation of tenders :-

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-III and then on the basis of commercial information furnished in form given in Annexure-IV. The Commercial Bid (Annexure-IV) of such firms found valid based on technical parameters (as per Annexure-III) will be opened on a later date to be intimated separately who will qualify in the Technical Bid. It must be kept in mind that no decision will be given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The tender evaluation committee may seek clarification if required.

10. Right of Acceptance :-

The Controller of Communication Accounts, Jaipur reserves all rights to reject any tender including that of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Controller of Communication Accounts, Rajasthan Circle, Jaipur in this regard is final and binding.

Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

11. Communication of Acceptance :-

Successful Tenderer will be informed of the acceptance of this tender. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

12. Time Schedule for completion of work :-

The work is very sensitive and time bound. The successful bidder will have liaison with Admin Branch of the office only and all the work should be completed within stipulated time as mentioned in "Annexure II and will also be mentioned in work award document. The work schedule/instructions can be modified by the admin branch any time during the period of the contract within the scope of the work.

13. Security Deposit :-

13.1 The successful tenderer will have to deposit cash/DD in this office of **5% of the accepted tendered**

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value of work as security deposit towards Security Deposit within 07 days from the date of acceptance of the tender and produce the receipt in form of DD/ACG-67 in original to this office. Alternatively, the **security deposit can be given in form of bank guarantee** covering the period of at least 15 months. The security deposit will not be adjusted against any payment due to the firm from the Department or Central Govt.

13.2 The security deposit can be forfeited in the event of any breach or negligence or for non-acceptance of any condition of contract or for unsatisfactory performance or for non-execution of work. On expiry of the contract, such portion of the said security deposit as may be considered by the Controller of Communication Accounts, Jaipur sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

13.3 The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government. Failure to pay the security deposit will entail forfeiture of the EMD and the contract shall be awarded to any other bidder.

13.4 Security deposit will be released within 06 month from successful completion of work.

14. Penalty :

In the event of contractor failing to :-

- (i) Observe or perform any of the condition of the work as set out herein; or
- (ii) Execute the work in good and to the satisfaction of the officers nominated for the purpose and by the time fixed by the office of the Controller of Communication Accounts, Jaipur ;
 - (a) It shall be lawful for the Department of Telecommunications in its discretion in the former event to remove or withhold any part of the work until such time as he may be satisfied that contractor is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any work executed otherwise than in a good and workman-like manner to the satisfaction of the officers nominated for the purpose by the time fixed by the Department of Telecommunications and in both or either of the events aforesaid to make such arrangements as he may think fit for the reproduction of the work so removed in lieu of that so rejected or removed as aforesaid on cost and at the risk of the contractor.
 - (b) Provided further that if either, due to any excess expenditure paid/incurred by reason of the difference between the amount paid and accepted rates, Department of Telecommunications may charge the amount of such excess cost from the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Department of Telecommunications.
 - (c) In the events of discovery of any error or defect due to the fault of the contractor at any time after the completion of work, the contractor shall be bound, if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Department of Telecommunications. In the event of discovery of any defective work, which owing to urgency or for any other reason, Department of Telecommunications shall have the power to deduct from any payment due to the contractor such sum as may be deemed fit.
 - (d) In the event of a work being wholly rejected, the Department of Telecommunications may at its discretion either :-

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- (i) Permit the contractor to re-do the same within such time as he may specify at contractor's own cost which shall include the costs of all sorts.
- (ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the contractor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause (b) of this clause.
- (e) The powers of the Department of Telecommunications under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture mentioned under clause 12 above.
- (f) **Since the work being awarded to the contractor is of important nature, and time bound, the time schedule given in clause 11 must be adhered.**
- (g) **No payment will be made for working day if a worker was absent or work was not done. Further expenditure incurred by the department for that working day will be recovered from the bill of that month by the department. In addition penalty of Rs. 1000/- (Rupees one thousand only) will be awarded for that day.**

15. Natural Calamity, Strike etc :-

In case of natural calamity of any kind or circumstances beyond the control of the firm causing stoppage of his work, whereby the completion of work may be suspended resulting in undue delay without penalty, Department of Telecommunications shall have the power during such stoppage to get the work done elsewhere without charging the contractor. No obligation will rest on Department of Telecommunications to pay for any portion of the work undertaken before such a stoppage.

16. Insolvency etc :-

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company, the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of firm failing to comply with any of the conditions herein specified, the Department of Telecommunications shall have the power to terminate the contract without previous notice.

17. Breach of terms and conditions :-

In case of breach of any of terms and conditions mentioned above, the Controller of Communication Accounts, Rajasthan Circle, Jaipur will have the right to cancel the tender without assigning any reason therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

18. Subletting of work :-

The contractor shall not assign or sublet the work or subcontract or any part of it to any other person or party.

19. Right to call for information regarding status of work :-

The Department of Telecommunications will have the right to call upon information regarding status of work at any point of time.

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20. Precautionary Measures :-

The contractor must be careful that quality and timelines of the work is maintained as well as time schedule prescribed etc., should not be disturbed. The contractor must take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care should be taken to execute the work under proper security conditions and no spare item of document/copies should be retained or otherwise made over by the contractor or any of his staff member to any other person(s) other than the person(s) authorized by the Department of Telecommunications.

21. The tender is not transferable. One tenderer shall submit only one tender.

22. Bidder or any of their Servants or Agents participating in the tender process shall represent, warrant and covenant that they have given no commitments, payments, gifts, kickbacks, lavish or expensive entertainment or other things of value to any official in connection with this contract and shall acknowledge that the giving of any such payments, gifts, entertainment or other things of value is strictly in violation of accepted norms of ethics and may result in disqualification of their bids and/or cancellation of the contract.

23. Every bidder shall unconditionally accept the conditions contained herein this tender. Affixing the signature of the bidder on every page of the bid documents at the time of submission shall be the conclusive evidence of acceptance of the condition stipulated. The bid of any bidder who does not accept any of these conditions shall not be considered.

24. Terms of payment :-

No payment shall be made in advance. All payments shall be made through online i.e. RTGS/ECS only. The Controller of Communication Accounts, Jaipur shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para 13. The term "payment" mentioned in this para includes all types of payments due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

25. Schedule of Payment :-

The payment will be made on Monthly basis.

26. Compliance with laws :-

During the performance of the work, the contractor shall at his own cost and initiative fully comply with all applicable laws of the land and with all applicable by laws, rules, regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any Government, Government Agency, or Department, Municipal Board, Government or other regulatory or authorized body of persons and shall provide all certificates of compliance therewith as may be required by such applicable laws, bye laws and rules, regulations, orders. The contractor shall assume full responsibility for the payment of all contributions and payroll taxes, as to its workforce, servants or agents engaged in the performance of the work specified in the contract documents.

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27. Arbitration :-

If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, the same shall be settled under mutual consultations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a sole arbitrator to be appointed by the Controller of Communication Accounts, Jaipur. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at office of the Controller of Communication Accounts, Sanchar Lekha Bhawan, Jhalana Doongri, Jaipur-302 004 and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.



Accounts Officer (Admn.)

O/o the Controller of Communication Accounts
Sanchar Lekha Bhawan, Jhalana Doongri,
Jaipur -302004

Signature of Tenderer

Seal & Signature of the bidder

Annexure-II

Subject :- Notice inviting Tenders for sweeping & Cleaning of entire building & premises of Controller of Communication Accounts Office, Jhalana Doongri, Jaipur.

JOB SPECIFICATIONS AND SCOPE OF WORK

A. AREA COVERAGE FOR SWEEPING & CLEANING SERVICES

1. Controller of Communication Accounts, Jhalana Doongri, Jaipur -302004 (about 1020 Sq. Mtr. Building Area + 620 Sq. Mtr. Road Area)

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, mopping and wiping of floors, staircase on daily basis from Monday to Friday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/cleaning/mopping work before 9.00 AM.
2. Continuous mopping of the floors is to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM)
3. Thorough cleaning of all toilets using required detergent eg. Harpic etc. and by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds animals, rats, insects etc., if found in and around the office building.
6. Clearing of any choking in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at carpeted rooms, rats etc. The insecticide and pesticide sprayed should be of ISI mark and in case the

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pest control is ineffective the firm shall have to carry out operation more than once in a month.

10. The bidder must employ adult labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to the office of the Controller of Communication Accounts, Department of Telecommunications, Jaipur.
11. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the officer-in-charge at regular intervals and finally at the end of each month alongwith bill for the respective month.
12. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth Sweeping & Cleaning services. No additional cost towards this will be borne by Department of Telecommunications, Jaipur.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least twice daily (at 8.30 AM, 2.00 PM) with phenyl and detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls, air purifier and liquid soap are to be provided by the contractor regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning & mopping of pantries and electrical rooms once in a day during office hours.

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- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenyl.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
- x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xiv) Spray of scented Mosquito and Cockroach killer on all floors as and when required. Mosquito/Cockroach killers shall be of ISI mark. Special scanted purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception, conference halls etc.
- xv) Removal of garbage from the office building and its premises.
- xvi) Same activities to be carried out in Inspection Quarters, if any, situated with in office premises.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.

- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherette upholstered sofa set and chairs with soap solution/cleaning agent of approved quality.

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) All toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

The bidder must employ adult and unskilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to admin branch office of the Controller of Communication Accounts, Jaipur.

The bidder shall ensure that all the workforce deployed wear uniform while on duty which was provided by the Vendor himself.

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item is to be provided by the contractor and has to be of ISI marked or in conformity with the specification/

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makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at on fortnightly basis. Consumables shall be issued every morning in presence of an official authorized by officer-in-charge of Controller of Communication Accounts, Jaipur.

I. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by Jaipur Municipal Corporation.

ANNEXURE-III
(Technical Bid - Part I)

TENDER FORM - I : Technical Information and Undertaking (General Particulars)

1.	Name & address of the bidder / concern (please affix Rubber Stamp)	
2.	Constitution of the bidder (i.e. Sole proprietor or partnership firm or a company or a Government Department or a Public Sector undertaking)	
3.	EMD Particulars	Rs. deposited vide ACG-67 Receipt no. dated in the O/o Controller of Communication Accounts, Jaipur. OR DD/Bankers Cheque No..... Dated Of Bank for Rs. 3,400/- enclosed.
4.	Service Tax Registration No. (If any)	
5.	PAN Card no.	
6.	Name & Address of the Managing Director/ Partners / Proprietor (as the case may be)	
7.	Contact Details	
	Telephone number / Mobile no.	
	Fax number	
	Email id	
8.	Whether each page of NIT and its Annexure have been signed and stamped	
9.	Have you ever been disqualified/ debarred/ blacklisted by any Government / Department	
10.	Have you attached a self certificate by authorized signatory of the bidder in lieu of blacklisting/debarring by any Government/ Department/ Organization.	
11.	Whether the self attested copies of IT Returns / Service Tax Returns enclosed.	
12.	Details of experience of work of Sweeping & Cleaning (Certificate enclosed)	
13.	Enclose registration certificate issued by the competent authority viz. Establishment Department, Registrar of Companies etc. as the case may be.	

Dated :

(Signature of Tenderer with stamp of the firm)

Seal & Signature of the bidder

PART-II / TECHNICAL BID

I have read and understood all the terms & conditions mentioned in the Tender Document and agreed with all terms & conditions fully.

Dated :

(Signature of Tenderer with stamp of the firm)

Seal & Signature of the bidder

UNDERTAKING

1. I/We _____ undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work mentioned in the Tender Document No. TENDER NO.: CCA/Admn/13-8/II/2010/Tender(Sweeping & Cleaning)/90 dated 05.04.2016 of the Controller of communication Accounts, Jaipur and shall abide by them.
2. I/We also undertake that I/We have understood para of Technical Specifications for conducting the work mentioned in the Tender Document No. dated TENDER NO.: CCA/Admn/13-8/II/2010/Tender(Sweeping & Cleaning)/90 dated 05.04.2016 and shall conduct the work strictly as per these technical specifications for conduct the work strictly as per these technical specifications for conduct of the work.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.
4. I/We also undertake that the tendered work is in accordance with specification given in Annexure-II to the NIT and I/We shall be responsible for rejection/cancellation of contract if the work done by my/our firm not found up to the mark or for civil/criminal proceedings/ debarment from making future supplies to the department, if the work done by my/ our firm not in accordance with specification mentioned in the tender at a future date.

Dated

*(Dated Signature of Tenderer with
Stamp of the firm)*

Seal & Signature of the bidder

Controller of Communication Accounts, Jhalana Doongri, Jaipur

ANNEXURE-IV
(Commercial Bid)

Subject :-

1. Name of the bidder/concern :
2. Address (at Jaipur) :
- 3.

S. No.	Particulars of Work	Unit	(in Rupees)	Total Price in Rupees (inclusive of all taxes) (in words & figures)
1.	For Sweeping & cleaning of entire building & premises of the Office of Controller of Communication Accounts, Jaipur	Per Month		

4. In case of any discrepancy between rates mentioned in words and figures, rates mentioned in words shall be considered as final.
5. The bids shall be valid for a period of 1 year from the date of award of work.
6. Any other information, if any.

Dated

(Signature of Tenderer with stamp of the firm)

Seal & Signature of the bidder