

**TENDER DOCUMENT FOR PROVIDING SANITATION / HOUSE KEEPING
SERVICES AT UPNEDA BHAWAN, VIBHUTI KHAND
GOMTI NAGAR, LUCKNOW**

Tender No: UPNEDA/Building/ Housekeeping Services / 2017-18

Document available on [www:http// upneda.org.in](http://upneda.org.in)

Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)
(Deptt. of Additional Sources of Energy, Govt. of U.P.)
Vibhuti Khand, Gomti Nagar, Lucknow, U. P.
Tel.No. 91-0522-2720652, TeleFax: 0522-2720779, 2720829
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Tender No: NEDA/Building/ sweeping and cleaning/ 2017-18

Notice Inviting Short Term Tender

Short Term Sealed Tenders are invited from experienced contractors/firms for the Sanitation / House Keeping Services of UPNEDA head office building Complex situated at Vibhuti Khand, Gomtinagar Lucknow. The detailed scope of work, terms and conditions are stipulated in Tender document, which can be down loaded from the UPNEDA website [www: http://upneda.org.in](http://upneda.org.in). The cost of tender document is Rs 500/-, in the form of DD from any Nationalized Bank payable at Lucknow in favour of Director UPNEDA, should be deposited along with bid documents. Without this tender fess the tender will be summarily rejected. The last date of submission of complete tender document in all respect is 02/07/2018 up to 11.30 AM. The tender will be opened publically on same day i.e 02/07/2018 at 12.30 PM at UPNEDA head office UPNEDA Vibhuti Khand, Gomtinagar, Lucknow.

The Director, UPNEDA reserves all the right to reject any or all tenders without assigning any reason thereof.

Director,
UPNEDA

Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)
(Deptt. of Additional Sources of Energy, Govt. of U.P.)
Vibhuti Khand, Gomti Nagar, Lucknow, U. P.

Part I

General Terms & Conditions:

- 1) The UPNEDA is intending to go for a better system of housekeeping model preferably mechanized housekeeping services from a reputed firm which can carry out the above tasks very effectively by using latest technologies of housekeeping, cleaning materials and deploy proficient workers which shall result in less consumption of time and manpower with quality.
- 2) The UPNEDA building consists of four story Building with ground floor spread in approx. 3300 sq. mtrs. Area.
- 3) The works consists of Sanitation /housekeeping services of complete UPNEDA building complex and it's surrounding as specified in the Scope of Work.
- 4) The prospective bidders must visit the UPNEDA building and acquaint themselves thoroughly with all the site conditions which would enable them to assess the scope and nature of work and to make their own assessment with regard to requirement of man power, machinery and material etc..
- 5) The bidders are required to quote for monthly charges including all material, equipment's and manpower etc. required to complete the work.
- 6) The UPNEDA reserves the right to ask the contractor for increase or decrease the number of workers deployed by contractor in order to get the work competed timely and effectively.
- 7) The period of contract is for one year from the date of award of work and further extendible for further period of maximum one year, if the services of the firm are found to be satisfactory. However, the performance of the contractor shall be reviewed on quarterly basis and the contract is liable for termination in

the event of non-satisfactory performance. The successful bidder requires carry out the work within 7 days from the date of award of contract.

8) The bids should be filled in two bid format in separate sealed covers that is (a) Part - I - **Technical Bid** form; and (b) Part - II - **Financial Bid**, with all the required documents as enclosures. Those two separate sealed covers shall be placed in a separate envelope and be sealed and shall be specifically super scribed as **“Technical bid and financial bids for housekeeping/sanitation services”**. All such sealed bids shall be addressed to the following.

Director
Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)
Vibhuti Khand
Gomti Nagar, Lucknow-226010

The last date of receipt of tenders date & time is 2nd July 2018 - 11.30 AM. Opening date & time of tenders: 2nd July 2018, 12.30 p.m.

9. Part I comprising of EMD and all paper required and signed copy of tender document duly signed and sealed in envelop with scribed as Part-I, Technical Bid.
10. Part II comprising of Price Bid schedule only and sealed in envelop with scribed as Part-II, Financial Bid. Any other condition laid in this part will make the tender liable to be rejected.
11. Incomplete bids or bids not submitted in the prescribed format or bids received after the due date and time or without tender document fees and earnest money will be summarily rejected. Similarly, bids received in the form of Telex/Fax/Email/Photocopy will not be considered.
12. Fulfilment of all the criteria prescribed in the **essential requirement** para is the basic requirement for considering the financial bid. The financial bids of those agencies which do not qualify in the technical bid will not be opened and the decision of UPNEDA in this regard shall be final.

No correspondence or queries on such disqualified bids will be entertained.

13. UPNEDA reserves the right to cancel the tender process at any stage without assigning any reason thereof.
14. The Tender duly sealed should reach this office or dropped in the tender box kept in UPNEDA building up to due date and after that, no tender will be accepted. The Tender should be filled as per given format only. In case the last date for receipt of Tender Document is declared as holiday, the last date of receipt of tender shall be the next working day.
15. The Tenders should be accompanied with tender document fees Rs. 500/- downloaded from website of UPNEDA i.e www.neda.up.nic.in.
16. The tender will be opened at on given date and time in presence of those Tenderers who may wish to be present or their authorized representative at their own cost.
17. Tender should be accompanied with the Tender fees and Earnest Money in the form of Demand Draft drawn in favour of Director UPNEDA, payable at Lucknow from any Nationalized Bank payable at Lucknow.
18. EMD of unsuccessful tenderers shall be refunded within 30 days after deciding of tender & shall not carry any interest.
19. The offers submitted by bidders shall be valid for a minimum period of 90 days from the date of opening of bids.
20. The Part-I (Technical Bid) will be opened in the presence of Tenderers or their authorized representatives on the date and time of opening of the Tender. The Part-II (Financial Bid) shall be opened who are found

technically suitable to carry out the scope of work. The contract will be awarded based on the lowest rates quoted.

21. The Tenders so accepted shall be for one year from the date of signing of Agreement and may be extended on the same agreed rates by UPNEDA authority by mutual consent. However, the contract can be terminated at any time even during the currency period of tender, if Director UPNEDA is not satisfied with the cleaning work and the security deposit will be forfeited in that case.
22. The Bidder shall fulfill all the conditions stated in the agreement. If there is any violation of contract conditions, the contract will be cancelled without any further notice. The successful bidder is required to enter into an agreement with the UPNEDA immediately on a non – judicial stamp paper of Rs. 100/- Rupees one hundred only) within 7 days of issue of letter of acceptance. Non-fulfilment of this condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award of contract and as consequence the Earnest Money Deposit will be forfeited.
23. No Conditional Tender shall be accepted. The rates quoted in financial bid should include all taxes, levies and duties etc whatsoever.
24. The Successful Tenderer shall have to deposit security @ 10% of cost quoted in price schedule. Security Deposit shall be deposited by Demand Draft or in the form of Bank Guarantee valid for the period of contract plus two months before the agreement. No interest shall be paid on deposited security money. The security money should be deposited in favor of Director UPNEDA payable at Lucknow form any nationalized bank.
25. The security money will be forfeited in case the work is delayed beyond the stipulated period as per agreed terms.

26. The Security Deposit is refundable after 1 year of completion of agreement period or as extended.

ESSENTIAL REQUIREMENTS:

27. Interested parties shall possess a minimum of 3 years of experience in housekeeping work with Government building having a valid registration with State or Central Labor Commissioner.

28. Registration certificates with Assistant Labour Commissioner (Central) or Labor Commissioner of Uttar Pradesh. The Bidder should registration with concerned authorities under ESI Act, EPF, Income Tax and GST. Attested copies of the valid registration certificates (PF, ESI, Labour, PAN card, GST) should invariably be enclosed to technical bid. Other registration certificates such as registration under Companies Act/Registrar of firms or any other proof with regard to status of the Bidder should also be enclosed.

29. The Bidder should have a minimum of 3 years' experience from 2013-14 to 2015-16 in providing housekeeping. Documentary proof with regard to such experience of firms should form part of technical bid (copies of contracts/experience certificates should be enclosed). Bidders having experience with Govt. organizations (Central/State departments or autonomous organizations of State or Central Government) is required. Proof with regard to compliance of statutory provisions under PF/ESI Act in the previous organizations should be enclosed.

30. Documentary proof establishing financial status of the Bidder such as Bank A/c Statements/Certified Copies of Balance Sheets/Income Tax Returns/Profit and Loss Accounts/Income and Expenditure for the last 3 (three) years ending 31-03-2016 shall be enclosed.

31. An earnest money deposit of Rs. 10000/- (Rupees Ten thousand only) and tender fees Rs. 500/- (Five hundred only)in the form of demand draft drawn in favour of Director, UPNEDA, Lucknow should be enclosed to Technical Bid. The tender document fee is nonrefundable.
32. Any clarification regarding the tender conditions should be sought well before submission of bid.
33. The selection of Bidder shall also depend on the experience and track record of the service provider with regard to compliance of all statutory requirements, quality performance, etc., "The UPNEDA reserves the right to cancel the tender and decision of the UPNEDA in this regard shall be final.
34. Director UPNEDA, reserves the right to reject any or all Tenders without assigning any reason.
35. The following documents should be furnished with Tender
Document:-
 36. Experience Certificate.
 37. List of Man power available.
 38. Proof of financial soundness from banker for min. Rs 5 lakhs.
 39. Copy of PAN card.
 40. Registration with Labour Commissioner.
 41. Tender fee
 42. EMD
 43. GST Registration

SCOPE OF WORK

(A) Housekeeping / Sanitation works:

- 1.** Sweeping of all floors including ground floor of the UPNEDA building complex on daily basis.
- 2.** Regularly all floors in buildings shall be maintained clean with FLOOR SCRUBBERS – CUM – DRYERS. Similarly, all glass/panes/window/panes, doors, sofas curtains etc. with vacuum dryers weekly.
- 3.** Cleaning and dusting of office rooms, furniture's, equipment's, doors, windows etc. once a day before 09.30 A.M.
- 4.** Mopping of all floor areas, verandahs, officers' room and corridors in all floors with surface cleaner/ phenyl of approved quality daily.
- 5.** Cleaning, washing and mopping of floor areas in toilets, cleaning of urinals, toilets, wash basins with water and disinfectants twice a day.
- 6.** Toilets are to be cleaned with cleaning liquids & fresheners/phenyl daily. Naphthalene balls / freshener biscuits/cakes are to be always kept in urinal.
- 7.** Cleaning of glass panes/windowpanes, railings corridors, lobbies etc., in all buildings with detergents liquids besides removing cobwebs etc. weekly.
- 8.** Regular cleaning of blockages in toilets, drainages manholes both inside and outside the buildings twice in month and as per requirements.
- 9.** Any other cleaning work entrusted by UPNEDA from time to time.
- 10.** Daily sweeping of ground floor and nearby areas of the campus removal of garbage, leaves papers, debris etc., and depositing the collected material at designated places.
- 11.** Sweeping, collection and removal of unused carry bags, used cups, paper plates, packets garbage etc., and also removal of garbage and wastes from the campus.
- 12.** Providing the covered dustbin at designated place and its maintenance on daily basis.

13. Removing of garbage, all the waste papers or any other rubbish material collected during course of sweeping/cleaning from the premises and dispose it off outside UPNEDA premises as per municipal requirement without any extra cost to UPNEDA. This exercise shall be carried out on daily basis to keep premises clean.

Working Scheduled:

1. The deployed workers shall work for 8.00 Am to 5.30 PM daily, with one weekly off on Sundays. National and Festival Holidays are admissible as per the government notification.
2. The Contractor should ensure that the workers deployed by him shall carry out the work in an appropriate manner.

SPECIAL TERMS AND CONDITIONS

- 1) The persons deployed by the Bidder should not have any criminal record/cases against them.
- 2) The persons deployed should not indulge in any unlawful activities. It shall be the sole responsibility of the contractor to ensure that the workers deployed shall behave properly at all times with all staff of the UPNEDA. Any disobedience, misbehavior, indiscipline, use of abusive language, loud slogans etc., shall entail immediate removal of the person from the campus by the contractor. Presence of such workers shall not be permitted on Campus.
- 3) The contractor should issue a photo identity card at his own cost to each person deployed giving details of Aadhar Card No., Name of the father/husband, complete postal address, phone number etc., before commencement of contract.
- 4) The contractor should not allow any outside worker other than those deployed by him to undertake the work or interfere with the functioning of his workers. Such unauthorized person / persons including into or infringing upon the domain of the contractor should be dealt with by the contractor himself. Any worker deployed and who refuses to work shall be immediately removed by the contractor.
- 5) The UPNEDA will inspect the work spots and supervise the cleaning works from time to time and negligence if any is found in the cleaning operations, Penalty Rs. 500/- per day will be levied.
- 6) The UPNEDA authorities will constantly watch the performance and quality of the work and any unsatisfactory performance by the contractor entails in termination of contract. The contractor should always accept additional responsibilities for attending emergencies and special occasions for undertaking cleaning operations.

- 7) Contractor shall maintain a work chart display in each toilet and corridor of each floor in which daily signatures of cleaning person is mandatory which shall be verified by UPNEDA deputed supervisor after every work daily. A photo copy of this chart will be submitted along with the monthly bill for payment.
- 8) The UPNEDA may require the contractor to dismiss or remove from the site of work, any person or persons, employed by the contractor, who may be incompetent or for his, her/their misconduct.
- 9) The UPNEDA shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel deployed by the contractor.
- 10) The service provider shall ensure proper conduct of persons deployed in campus and enforce prohibition of consumption of alcoholic drinks, chewing of pan, smoking, loitering etc.
- 11) Any person found drunken, he / she shall be debarred/removed from duty by the contractor.
- 12) Working hours would normally from 08.30 am to 05.30 pm during working days with half an hour lunch break. However, the personnel deployed under the contract may have to work beyond office hours in the exigencies of work.
- 13) The contractor shall ensure that campus sweeping works shall be done on all the working days.
- 14) Minimum one personnel is required for each floor during office hours to ensure the cleanliness of each floor.
- 15) The Bidder should not sub contract the work or further outsource the work. In case it is established that the work is outsourced by the contractor, the contract with the firm shall be terminated and security

deposit / performance guarantee shall be forfeited besides blacklisting of the contractor/firm.

- 16) The contractor shall comply with the latest provisions of the Payment of Wages Employment Liability Act, Workmen Compensation Act, Industrial Disputes Act, etc and other laws relating thereto and the rules made thereunder from time to time. He shall indemnify the UPNEDA against any acts of violations by him and their consequences.
- 17) The contractor, on receiving any complaint from the authorities of UPNEDA, shall attend to it and complete the job immediately to the satisfaction of the UPNEDA. In case of non-compliance, a penalty of Rs. 500/- shall be imposed on each occasion. Also, if the work is not found satisfactory in a particular area and not up to the expected standards an amount 2% of bill amount shall be deducted from the contractor's bill. The amount so deducted shall be final and binding to contractor.
- 18) The contractor has to make arrangements for carrying out the emergency jobs at any time including on Sundays and holidays.
- 19) The contract shall remain valid initially for a period of 12 months. However, the performance of the contractor shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance. On expiry of the term of the contract the same may be renewed for further period of one year on the terms and conditions mutually agreed to by both the parties.
- 20) The agreement shall be liable for termination on giving one month notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
- 21) All the personal bag and baggage of contract labour deployed under the contract shall be liable to physical check both at the time of entry into the campus as well as exit out of campus at security gates. The contractor's personnel shall not stay beyond the specified working hours unless they

are required to do so. They shall strictly comply with all security regulations of the UPNEDA.

- 22) The contractor's personnel shall be in a neat uniform, the cost of which will be borne by the contractor. The contractor shall furnish the list of workers engaged to identify them at the security gate before their entry into the campus premises.
- 23) Any breakage/damages caused by the contractor's personnel to any kind of UPNEDA property shall be borne by the contractor at replacement cost.
- 24) The UPNEDA is not liable to pay any amount of compensation arising out of or in the course of employment of contractors deployed workers under Workmen's Compensation Act, etc. The UPNEDA shall not also be responsible for any injury or loss to any worker of the contractor that may take place during cleaning/maintenance works. Any compensation or expenditure towards treatment of such injury or loss to any work of the contractor that may take place during clearing/maintenance works shall be the sole responsibility of the contractor.
- 25) That any disputes arising out of this contract shall be referred to the UPNEDA and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an arbitrator who should be acceptable to both the parties to be appointed by the Director, UPNEDA. The decision of the arbitrator shall be final and binding on both the parties.
- 26) It is the responsibility of the contractor to bring to the notice of the workers that they have no right whatsoever to claim employment in the UPNEDA by virtue of their work under this contract.
- 27) The contractor shall at all times observe and comply with the provisions of latest "The Employment of Children Act". The contractor should agree to indemnify the UPNEDA from and against all claims and

penalties which may be suffered by the UPNEDA or any reason employed by him by reason of any default on the provisions of the Employment of Children Act or any re-enactment or modification of the same from time to time.

28) The contractor shall pay all the taxes and charges levied by the appropriate authorities at the applicable rates.

29) The contractor shall not continue any of his employees whose working at the aforesaid premises is considered by the UPNEDA undesirable for medical or any other reasons. The UPNEDA would not be under any obligations to disclose the same.

30) The contractor shall employ minimum 6 workers along with a supervisor between the ages of 21 to 50 years and among them 4 gents and 2 ladies who are fit for the work. However contractor can put more workforces to perform the work timely and satisfactorily.

31) The successful Tenderer shall have to arrange his own transport for carriage of staff and the procurement & supply of cleaning materials /tools including detergents required for carrying out the work will be the responsibility of contractor and contractor shall use quality product & only as per ISI specification or best available in the market at a frequency provided above. Such materials will be shown to the building in charge and his approval for the quality shall be obtained before use and a record of the same shall be maintained by the contractor. Two female employee for ladies toilet is mandatory for the work.

32) PAYMENTS:

- I. Payment shall be made on monthly basis after submission of bill in duplicate by Contractor duly verified by In charge concerned, complete in all respects. Contractor shall be responsible for timely submission of bills on monthly intervals. In event of any

un-satisfactory work done as per verification by concerned officer- In-Charge, penalty at 2% of gross amount of monthly bill or amount recommended for recovery by verifying officer, whichever is higher shall be recovered from the bills. In case the Contractor fails to perform Cleaning, Sweeping work on any date at any place, a penalty of Rs. 500/- (Rupees Five Hundred Only) per day be charged to the Contractor.

II. Income tax, any other tax what so ever as applicable shall be deducted at source

- 33) In case of any dispute, the matter will be referred for arbitration by Director UPNEDA whose verdict will be final and binding on both the parties. The High court of Judicature at Allahabad and Courts subordinate thereto, at Lucknow, shall alone have jurisdictions to the exclusion of all other courts.
- 34) If the Successful Contractor leaves the job in between the contract period or work done is not found to be satisfactory, Director, UPNEDA, reserves the right to allot the work to any other Contractor at the risk and cost of incumbent Contractor and may recover from the contractors balance payment and security.
- 35) If there is a complaint for non payment to sweeping/cleaning charges by the staff engaged by the Contractor, the UPNEDA reserves the right to make payment directly to such members of sweeping & cleaning staff at the risk & responsibility of Contractor.
- 36) If the Contractor fails to arrange & supply ingredients/materials sufficiently & properly for use of cleaning & sweeping, controlling officer can spend it directly and recover the cost from the bill of the contractor.

- 37) Contractor shall be responsible for efficient & proper upkeep of plant including furniture & any other appliances during Cleaning, Dusting. Damage caused to any article due to negligence of sweeping staff shall be borne by Contractor.
- 38) Successful Tenderer shall have to execute an agreement (in the form enclosed) with Tender Document before award of work.
- 39) The Contractor should be having a working landline/Mobile connection in his or his concerns name.
- 40) The EMD shall forfeit if :-
- i: Approved L1 Contractor fails to execute the agreement within seven days after issue of LOI.
 - ii: If the L1 contractor fails to furnish the amount of Security Deposit.
- 41) The UPNEDA has full right to recover the amount of loss resulted by theft, damage, negligence, non performance of satisfactory work by contractor or his men working on behalf of the contractor in UPNEDA offices from the Security Deposit amount and bills payable to the contractor.

Seal & Signature of Tenderer

GENERAL PARTICULARS OF BIDDER

1	Name of Bidder	
2	Postal Address	
3	Mobile no.	
4	Telephone, Telex, Fax No	
5	E-mail	
6	Web site	
7	Name, designation and Mobile Phone No. of the representative of the Bidder to whom all references shall be made	
8	Name and address of the Indian/foreign Collaboration if any	
9	Have anything/extra other than price of items (as mentioned in price Schedule) been written in the price schedule.	
10	Have the Bidder to pay arrears of income tax? If yes up to what amount?	
11	Have the Bidder ever been debarred By any Govt. Deptt. / Undertaking for undertaking any work?	
12	Details of offer (please mention number of pages and number of Drawings in the hard copy)	
13	Reference of any other information attached by the bidder (please Mention no. of pages & no. of drawings)	
14	Details of Tender document fees	
15	Details of Earnest money	

(Signature of Bidder)
with Seal

DECLARATION BY THE BIDDER

(REGARDING tender NO.
UPNEDA/building/housekeeping/2017-18)

I/We _____ (hereinafter referred to as the Bidder) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender document,

DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has no collusion with other Bidders, any employee of UPNEDA or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of UPNEDA or any of its employees, but only by the tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of UPNEDA.
8. The information and the statements submitted with the tender are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Bidder has not been debarred from similar type of work by UPNEDA and or Government undertaking/ Department.
11. No any criminal case against bidder is pending in any court of competent

jurisdiction in anywhere.

12. This offer shall remain valid for acceptance for 3 Months from the date of opening of financial bid of tender.
13. The Bidder gives the assurance to execute the tendered work as per specifications terms and conditions.

(Signature of Bidder)
with SEAL

AGREEMENT FORM

This agreement is made and entered into this day-----between the UPNEDA, Vibhuti Khand, Gomtinagar, Lucknow on behalf of UPNEDA on one part and M/S_____ on the other part for the Sanitation / House Keeping Services of UPNEDA head office building Complex situated at Vibhuti Khand, Gomtinagar Lucknow. The Terms & Conditions of Tender shall form part of this agreement.

UPNEDA' shall be represented through Director of UPNEDA or his authorized representative UPNEDA shall include its successors and assignees. The "Contractor" shall mean (Successful Bidder) i.e. the person whose tender has been accepted by UPNEDA and shall include his legal representatives and successors.

Whereas the second party represents to engage in the business of maintenance, housekeeping, sweeping, Cleaning, Dusting etc.

Whereas the first party is desirous of getting the offices complex, maintained, swept, Cleaned, Dusting, housekeeping etc by availing the services from the second party for the purpose

Now therefore it is mutually agreed between aforesaid parties as follows:-

1. The Sanitation / House Keeping Services of UPNEDA head office building Complex situated at Vibhuti Khand, Gomtinagar Lucknow, will be done daily as per terms and condition of tender.
2. Tools and all materials including detergents, phenyl, acid, cleaning liquid, etc. required for carrying out the work will be the responsibility of contractor as per Terms and Conditions of Tender.
3. The daily work carried out by the Contractor shall be subject to inspection.
- 4 The bills for the work carried under this contract shall be submitted in duplicate by the firm every month after completion of one month work along with the copy of certificates of satisfactory work done issued by in charge building and will be paid at the rates specified in the annexure of this agreement. If work is done partly or inferior, necessary deduction

shall be made from the bill as specified in terms and conditions of tender document.

5. The contract or any part of it shall not be transferable by the firm to any other persons/contractor, without the previous consent of UPNEDA.
6. The contractor i.e. Mr. _____ will employ sufficient staff minimum 6 including one supervisor on duty daily & also make two people available on Saturday for cleaning of verandas/open space and to attend any emergent cleaning works.
7. The rates will remain current for a period of one year from the date of executing the agreement. However, the period can be further extended by the competent authority on the same rates for mutually agreed period. It can however be terminated at any time by the UPNEDA without assigning any reason. Validity of tender can be extended up to two years with mutual consent.
8. In case of any dispute, the matter shall be referred for arbitration to Director UPNEDA, whose decision shall be final & binding.
9. The UPNEDA will not be responsible for any loss suffered by the contractor while carrying out the contract work.
10. The contractor will use quality products as per ISI specification or approved by UPNEDA.
11. Income tax or any other tax etc as applicable shall be deducted at source.
12. Payment shall be made of succeeding month relating to previous months bill. In the event of any unsatisfactory remarks recorded in the cleaning register, bill shall be reduced by an appropriate amount as mentioned in tender document.
13. It is the sole responsibility of the Contractor to look after the manpower engaged for carry against the works and to take case of their needs/Welfare/obligation/insurances etc.
14. If the Successful Contractor deserts and leaves the job in between the contract period then Director, UPNEDA reserves the right to allot the

work to any other contractor at the cost of incumbent contractor. In this case the security money deposited shall also be forfeited.

15. If the contractor delays payment to manpower engaged then UPNEDA reserves the right to make payment directly to the man-power at risk & cost of contractor.
16. In case the contractor fails to perform the assigned work on any date at any place, a penalty of Rs 500/- per day shall be charged to the contractor. In the event of any unsatisfactory work as reported by the concerned in charge and after verification by his controlling officer, a penalty of 2% of gross amount of monthly bill shall be recovered from the contractor during that month. In repetition of such events UPNEDA may cancel the contract after one month notice and forfeit the security money.
17. All the clauses of Tender Document have been carefully read by the contractor and admits/ agreed to abide all the terms and conditions contained therein for compliance and implementation during the course of contract
18. If the contractor does not spend on ingredients/materials sufficiently & properly the UPNEDA can spend it directly and recover the cost from the bill of the contractor. In witness there of those present have signed on behalf of the respective party here to duly authorized officer.
19. This agreement consists of ----pages.

Signature of the contractor

In presence of

1

2

UPNEDA

Part II
Price Bid

**Tender No: NEDA/Building/ housekeeping services /
2017-18**

SL No	Name of Work	Total amount per month (in Rs.)
1.	Sanitation / House Keeping Services of UPNEDA head office building Complex situated at Vibhuti Khand, Gomtinagar Lucknow as per scope of work, terms and conditions of bid document no UPNEDA/Building/ House Keeping Services / 2017-18.	

Note: (i) 1.Certified that the rates quoted above are as per the requirement, specification, terms & condition mentioned in the tender document.

2.The rates are inclusive of Taxes, GST, storage, transportation up to site, insurance etc., and any other job required to properly execute the work.

Dated:

Seal & Signature of the Tenderer