

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.

Short Term Tender No: NEDA/Building/ sweeping and cleaning/ 2015-16
Dated: 28/10/2015

Director UPNEDA, Lucknow invites Sealed Tender from experienced Contractors registered with Labor Commissioner for the annual maintenance of the House keeping of Office Building. The said maintenance of housekeeping includes the services of Cleaning, Sweeping, Dusting work of Covered/Uncovered areas in the Departmental Building and Compound, in Vibhuti Khand, Gomti Nagar, Lucknow. The offers will be accepted till 2:00 PM of 28/10/2015 and same will be opened on 3:00 PM of 28/10/2015 in UPNEDA, Lucknow.

For further details & downloading for tender form visit UPNEDA website www.neda.up.nic.in. Director, UPNEDA reserves the right to reject any or all tenders without assigning any reason thereof.

Director UPNEDA

SHORT TERM TENDER DOCUMENT

FOR

Cleaning ,Sweeping work etc.

Tender No: UPNEDA/Building/ sweeping and cleaning/ 2015-16

Document available on www.neda.up.nic.in

Bid once submitted cannot be taken back/ modified.

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.

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Vibhuti Khand, Gomti Nagar, Lucknow, U. P.

Tender No: NEDA/Building/ sweeping and cleaning/ 2015-16

Dated: 28/10/2015

Notice Inviting Short Term Tender

Short Term Sealed Tenders are invited by UPNEDA Lucknow from experienced contractors registered with Labour Commissioner for the annual maintenance of housekeeping of Office Complex, which comprises of UPNEDA Complete building situated at Vibhuti Khand, Gomtinagar Lucknow. The said maintenance of housekeeping includes the services of sweeping ,Cleaning , Dusting works of covered /uncovered areas in Departmental Building in Lucknow as per following details:-

Sl. No	Name of Building	App. Area in sq. mt offered for sweeping/ cleaning covered	App. Area in sq. mt offered for sweeping/ cleaning Un-covered	E.M D to be deposited
1.	UPNEDA building Situated at Vibhuti khand Gomtinagar Lucknow	5500 Sqm.	3500 Sqm.	Rs 25,000.00

1. Tender Document can be obtained from UPNEDA HQ, Vibhuti khand, Gomti Nagar, Lucknow from 10.00 hours to 17.00 hours on all working days on payment of Rs 200/-in the form of DD from any Nationalized Bank, SBI, Subsidiary banks of SBI, Scheduled banks of RBI payable at Lucknow in favour of Director UPNEDA. Tender Document is also available on our website www.neda.up.nic.in. The cost of document is Rs 200/-, which in the form of DD should be deposited along with bid documents in case of downloaded documents.
2. The Contractor should have an experience of at least five year in relevant field of Maintenance Housekeeping, Sweeping, Cleaning jobs in Central /State Govt./ PSUs buildings.
3. Documentary proof of the experience should accompany the Tender Document.
 - a) Sale period of Bid Documents: From 19/10/2015 to 28/10/2015 up to 11:00 AM
 - b) Last Date and Time of submission of Tenders 28/10/2015 up to 3.00 PM
 - c) Date and Time of opening of Tender 28/10/2015 at 3.30 PM office of UPNEDA Vibhuti Khand, Gomtinagar, Lucknow.
 - d) Date and Time of opening of financial part 30/10/2015 at 3.30 PM in office of UPNEDA Vibhuti Khand , Gomtinagar, Lucknow.
- 5 Director, UPNEDA reserves 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.

Short TermTender No: NEDA/Building/ sweeping and cleaning/ 2015-16
Dated: 28/10/2015

Part I

SCOPE OF WORK.

Sealed Tenders are invited by UPNEDA, Lucknow from experienced Contractors registered with Labour Commissioner who are in similar line having necessary infrastructure, men and material along with experience of five year in the relevant field of maintenance and housekeeping of Govt/Semi Govt/PSU buildings/Campus for daily Sweeping, Cleaning, Dusting of offices (mechanized) as per the details in Annexure IV with Terms & Conditions as under:-

1. The covered area is to be cleaned as given below:-
 - a) All toilets (W.C's Washbasins, urinals/drains etc.) have to be cleaned/ swept three times a day. Toilets are to be cleaned with acid/ cleaning liquids & fresheners/phenyl daily. Naphthalene balls/freshener biscuits/cakes are to be used in urinal.
 - b) Corridor, verandah, staircases have to be cleaned/swept twice a day.
 - c) Office rooms, furniture's, equipments, doors, windows etc. have to be cleaned/ swept once a day before 09.30 A.M.,
 - d) Floors are to be cleaned with phenyl wetted cloth on alternate days.
2. The uncovered area is to be cleaned /swept once a day. Bike stand is to be cleaned daily.
3. Spider Cob webs to be removed from internal walls in the buildings outer walls to be dusted off once a week. Ceiling Fan, Window glass, light switches should be cleaned once a week with adequate cleaner. False ceiling and carpets are to be cleaned with Vacuum cleaner once in a week.
4. Phenyl or equivalent cleaning material will be utilized for wet cleaning.
5. All cleaning materials (required for mechanized cleaning) including tools such as vacuum cleaner what so ever etc will be arranged by contractor without extra charges. Rates are inclusive of such costs.
6. Garbage/Plastic /paper waste/ tree leaves etc accumulated in the buildings & compounds to be removed & disposed off at notified places daily.
7. Adequate de-odorants etc. are to be kept in toilets and room refreshers are to be sprayed in the rooms once a day.
8. Fleet to repel/ kill Mosquito and cockroach are to be sprayed thrice a **week**.
9. Interested parties may like to have on spot assessment of the complete area/space to be cleaned so that the amount of job involved is understood clearly and without confusion & rates should be quoted accordingly.
10. The Tenderer may visit the office on any working day and see for himself to get the clear idea of the job involved.

Seal & Signature of the Tenderer

GENERAL TERMS AND CONDITIONS.

- i) The UPNEDA will not in any case be liable for providing employment or other facilities as given to the UPNEDA employees to the workmen of contractor at any time. The contractor would comply with all the clauses of various Labor Laws and Workmen Compensation Act as amended from time to time.
- ii) 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. One female employee for ladies toilet is mandatory for the work.
- iii) Contractor shall maintain a diary/register in which daily signatures of the controlling In charge shall be obtained by him as a token of having done the cleaning work satisfactorily. A photo copy of the concerned pages of this diary/register will be submitted along with the monthly bill for Cleaning, Sweeping etc. along with satisfactory certificate from the building in charge also. A separate register for material used is to maintained and to be get verified by the designated in charge by UPNEDA.
- iv) The Tenders should be addressed to Director, UPNEDA, Vibhuti Khand Gomtinagar, Lucknow should be enclosed in two parts:

Part I comprising of EMD and all paper required and signed copy of tender document duly signed and the envelop should be super scribed as "Tender for Sweeping, Cleaning Dusting in UPNEDA Building, Lucknow."

Part II comprising of Price Bid schedule IV only and the envelop should be super scribed as "Price Bid for Sweeping, Cleaning Dusting in UPNEDA Building, Lucknow." Any other condition laid etc will make the tender liable to be rejected.

- v) 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 or closed due to pubic strikes, the last date of receipt of tender shall be the next working day.
- vi) The Tenders should be accompanied with tender cost in case downloaded from website of UPNEDA i.e www.neda.up.nic.in. The 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.
- vii) Tender should be accompanied with the Earnest Money Deposit (EMD) as shown in the NIT in the Shape of crossed Demand Draft drawn in favour of Director UPNEDA, on any Scheduled/National Bank payable at Lucknow.
- viii) Experience certificates should be submitted along with the Bid Document.
- ix) Any Tender not accompanied with EMD as per clause (vii) shall summarily be rejected. EMD of unsuccessful tenderers shall be refunded after deciding of tender & shall not carry any interest.

- x) The Tenders so accepted shall remain current 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.
- xi) No Conditional Tender shall be accepted. If the rates quoted in the price schedule (Part IV) in Figures & words do not match, then the rates quoted in words will be taken as final and correct. The rates quoted in financial bid should include all taxes, levies and duties etc
- xii) The Successful Tenderer shall have to deposit security @ 10% of cost quoted in price schedule. However the amount of EMD can be converted in the Security Deposit amount and balance amount of Security Deposit shall be deposited by Demand Draft or in the form of Bank Guarantee.
- xiii) The Security Deposit is refundable after 1 months of completion of agreement period Subject to furnishing of no demand certificate by In-charge UPNEDA Stores/building.
- xiv) Payment shall be made within two weeks of submission of monthly 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 unsatisfactory 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.
- xv) Director UPNEDA, reserves the right to reject any or all Tenders without assigning any reason.
- xvi) Income tax, any other tax what so ever as applicable shall be deducted at source.
- xvii) 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.
- xviii) The Successful Tenderer shall be responsible to remove 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.
- xix) 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 or security.
- xx) 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 after giving 15 days Registered Notice by post to Contractor.

- xxi) 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.
- xxii) 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.
- xxiii) Successful Tenderer shall have to execute an agreement (in the form enclosed) with Tender Document before award of work.
- xxiv) The Contractor should be having a working landline/Mobile connection in his or his concerns name.
- xxv) 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.
- xxvi) 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. In case Security Deposit is furnished in the form of Bank Guarantee, the said amount of loss shall be recovered from the Bank who has given Guarantee to UPNEDA
- xxvii) The Director, UPNEDA, reserves the right to reject all the Tenders or any tender without assigning any reason thereof.
- xxviii) The following documents should be furnished with Tender Document:-
 - a. Non relationship Certificate with UPNEDA Staff.
 - b. Experience (Certificate for last 05 years form Govt., Semi govt, PSU).
 - c. List of Man power available.
 - d. List of automated tools i.e. automatic scrubber drier, cold water high pressure washer, multiple floor care machine, vat and dry vacuum machine etc. to be used.
 - e. Proof of financial soundness from banker for Rs. 5.00 lakhs.
 - f. Last 03 years (i.e. 2012-13,2013-14,2014-15) financial turnover attested by CA.
 - g. Copy of EPF, ESI, PAN card, Service tax.
 - h. Registration under LABOUR (REGULATION AND ABOLITION) ACT, 1970
 - i. Tender fee
 - j. EMD

Seal & Signature of Tenderer

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 maintenance, housekeeping, sweeping, Cleaning, Dusting of the offices, exchanges , as per the list enclosed. The Terms & Conditions of Tender shall form part of this agreement.

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

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

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

1. The Sweeping, Cleaning, Dusting, maintenance of the offices, exchanges, will be done daily as per terms and condition of tender and as per Scope of work.
2. Tools or any other materials including detergents 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 preferred in duplicate by the firm after completion of one month 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 subject to the certificate given by inspecting authority as fixed under clause -3 above. If work is done partly or inferior, necessary deduction shall be made from the bill.
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 firm has to deposit security Deposit equivalent to Rs._____(Rs._____)in the office of UPNEDA, Lucknow. This is in addition to the Earnest Money Deposit (EMD) deposited with the UPNEDA.
7. The contractor i.e Sh _____ will employ sufficient staff on duty daily & also make two person available on Sunday for for cleaning of verandas/open space and to attend any emergent cleaning works.
8. 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 Nigam without assigning any reason. Validity of tender can be extended up to two years with mutual consent.
9. In case of any dispute, the matter shall be referred for arbitration to Director UPNEDA, whose decision shall be final & binding.

10. The UPNEDA will not be responsible for any loss suffered by the contractor while carrying out the contract.
11. The contractor i.e Sh _____ will use quality products only as deodorants as per ISI specification or best available in the market.
12. Income tax, or any other tax etc as applicable shall be deducted at source.
13. Payment shall be made within the 2nd week 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 per clause (xiv) of tender.
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.
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. If the contractor does not spend on ingredients/materials sufficiently & properly the controlling officer 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.
17. 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.
18. 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

Signature of the contractor

In presence of

1

2

Secretary UPNEDA

Price Bid

Tender No: NEDA/Building/ sweeping and cleaning/ 2015-16

SL No	Name of Building	Total amount per month for complete Work of Sweeping, Cleaning, Dusting etc. as per scope of work. (in Rs.)
1.	UPNEDA Building, Vibhuti Khand, Gomti Nagar, Lucknow	

Name of tenderer with full Address:

.....

Contact Telephone No./Mobile No. of Contractor:

- Note: (i) Please read carefully the "SCOPE AND SPECIFICATION OF WORK" while submitting the offer
(ii) Rates offered in financial bid will be Inclusive of all taxes, duties what so ever.

We agree to abide by this Bid for a period of 180 days from the date of opening of financial bid and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Dated:

Seal & Signature of the Tenderer