



TENDER DOCUMENT FOR

**Cleaning Services at Advanced Materials and Processes Research
Institute (AMPRI) Bhopal**

Tender No: Gen/Contracts Labour/2017

Dated: 11.02.2017

SCHEDULE OF TENDER

SALE OF TENDER DOCUMENT	:	13.02.2017 to 27.02.2017 (from 9.00am to 5.00pm)
BID SUBMISSION	:	28.02.2017 (Up to 13:00 Hrs.)
BID OPENING	:	28.02.2017 (At 15:00 Hrs.) at the Saranjamsals AMPRI, Bhopal- 462026
TENDER DOCUMENT PRICE	:	₹. 500/-
EARNEST MONEY	:	₹. 75,000/-



No. Gen/Contracts Labour/2017

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TENDER FOR

Cleaning Services at Advanced Materials and Processes Research Institute (AMPRI) Bhopal

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NIT No. Gen./ Contract Labour/2017

Sealed tenders under two bid system are invited from experienced contractors/registered firms for supply of contract workers for Security & Cleaning services. Details of estimated value of contracts, EMD etc. are as follows:-

Sl. No	Description of Job	Estimated annual value (₹.)	Cost of the tender documents (₹.)	EMD (₹.)	Last date for Sale of tender	Last date for receipt of tender	Date & Time of opening
1	Security	40 Lakhs	500	2,00,000	27.02.2017	28.02.2017 at 13:00 hrs	28.02.2017 at 15:00 hrs
2	Cleaning	15 Lakhs	500	75,000	-do-	-do-	-do-

Interested contractors may obtain tender documents for each work separately on working days upto 27.02.2017 on payment of cost of the tender document as above through Bank Draft (non-refundable) by submitting an application addressed to Director, AMPRI, Bhopal alongwith documentary evidence of relevant experience and Income Tax Clearance Certificate/latest Income Tax Return filed. The Bank Draft/DD shall be drawn in favour of "Director, AMPRI, Bhopal" payable at Bhopal from any nationalized bank. Tender documents can also be downloaded from our website www.ampri.res.in. The document can be submitted alongwith payment of ₹.500/- through DD drawn in favour of "Director AMPRI Bhopal" tender cost.

For further details visit our website www.ampri.res.in.

Sd/-
Sr. Controller of Administration



TENDER FORM (PART-I)

General Terms and Conditions of the Job Contract For Cleaning.

1.0 SCOPE OF WORK

The Contractor's scope of work shall consist of providing Cleanliness services to the Institute buildings, corridors, open space around buildings, clean rooms, various laboratories, Guest House etc. and for maintenance of all bathrooms/toilets etc. in the institute.

Cleanliness services are also to be provided in the CSIR-AMPRI colony area including cleaning of all Roads, approach paths, foot-paths on both sides of the roads, cleaning and lifting of garbage from round and inside the various garbage pits located in the Instt./Colony area. Number of persons are to be deployed by the contractor on job contract basis, after ascertaining the work area manpower requirement and other relevant factors (**At present 11 Safaiwalas workers are deployed for the above work**). Job specification are as under:-

- a) It shall be the responsibility of the contractor to keep the desired location hygienic to the satisfaction of the laboratory. Required materials (Consumables) for assigned task will be supplied by the Laboratory to the contractor. It shall be responsibility of the contractor to satisfy the Laboratory that the use of such cleaning materials is made diligently and only for the assigned task as covered by the agreement.
- b) Sweeping and mopping of all the rooms, laboratories, offices, corridor etc.
- c) Dusting of the furniture, fitting and fixtures of the laboratory.
- d) Removal of cobweb.
- e) Sweeping of Road, foot path, pathway, pavements, terrace, stair case and open area.
- f) Garbage collection and its disposal.
- g) Cleaning of all the toilets and bath rooms with cleaning/washing powder and putting disinfectant, air freshener and naphthalene balls minimum twice a day to the entire satisfaction of authorized representative(s) of Director. At present total number of toilets are numbering to 20. The number may increase.
- h) Cleaning /sweeping of main gate, main road, in front of main gate all the roads of the entire CSIR-AMPRI Campus.
- i) Garbage collection from staff quarters situated at CSIR-AMPRI campus every day including holidays and of days and its disposal. At present total number of quarter is 109(101+8) and it may increase.
- j) Sweeping and mopping of staircase of all the staff quarters and sweeping of approach roads.
- k) Removals of chokes from drainage from time to time and periodical cleaning of under ground drains and open drains.
- l) Special cleaning of all the drains, outlets, terrace, etc. before monsoon to avoid any water stagnation and leakage.
- m) Sweeping, mopping and cleaning of CSIR-AMPRI Guest house comprising with 10 rooms, toilets and adjacent area to the entire satisfaction of authorized representative(s) of Director round the clock on all the days of week including holidays and off days.
- n) Any other allied work assigned from time to time.

TERMS AND CONDITIONS OF THE CONTRACT

1. The Service Provider should have registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Companies Act 1956, providing similar kind of services during last ten years (10 years) as on 31.12.2016 (i.e. providing cleaning services) in Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies satisfactory.
2. The firm must be registered with Bhopal Administration/Licensing authority or any state/Union Territory/Labour Commissioner, Bhopal/Any State /U.T. of India.
3. The bidder(s) shall deposit alongwith the tender, an earnest money deposit of **₹.75,000/- (₹ Seventy Five Thousand Only)** by way of Demand Draft in favour of the Director, CSIR-AMPRI, Bhopal, which will be refunded to the unsuccessful bidder(s) within two months from the date of opening of the tenders. Tenders without earnest money will not be considered and liable to outright rejection.
4. Tenders received after **13.00 hours on 28.02.2017** whether sent by post or delivered in person are liable to be rejected.
5. The bidder(s) must quote the **service charge in percentage** in figures as well as in words in the enclosed format [please refer point no. 12(b)] and 42 of this tender document.

Signature of Contractor



6. The successful bidder(s) will be required to furnish, as a security deposit in form of DD/FD/Bank Guarantee duly endorsed for **₹.1,50,000/- (₹ One Lakh and Fifty thousand Only)** from a Nationalized Bank in favour of “The Director, AMPRI, Bhopal” payable at Bhopal with a validity for 13 months. This Security deposit will be required to be furnished within 07 days from the date of award of contract, failing which the order will be automatically cancelled and the work will be awarded to next selected party/firm. Any request for extension of period for deposit of Security Deposit will not be accepted in any circumstances.
7. Director, CSIR- AMPRI, Bhopal does not bind himself to accept the lowest tender and reserves the right to reject or partially accept any or all the tenders received without assigning any reasons whatsoever.
8. Canvassing in connection with the tenders is strictly prohibited and the tender of anyone resorting to canvassing will be liable for rejection on that ground alone.
9. The bidder(s) shall specifically declare that he is related or not related to any officer in CSIR-AMPRI/or in any of the Laboratories/Institutes of the CSIR. If yes, then details of such relationship have to be furnished alongwith Part-I of this Tender document.
10. Conditional tenders are liable to be rejected.
11. Earnest money shall be forfeited if the successful bidder(s) fails to sign the formal agreement (on the Judicial stamp paper of appropriate value sample of which is enclosed at Annexure-I) within seven days from the date of intimation to that effect or fails to start the work as given in the work order, the contract will be awarded to another party at the discretion of the competent authority. In such cases no claim for refund of EMD will be entertained in any circumstances.
12. Tenders should be on the specified form (non-transferable), which may be obtained from the General Section **from 13.02.2017 to 27.02.2017** on all working days on submission of Demand Draft drawn in favour of Director, AMPRI, and Bhopal for **₹.500 /- (non-refundable.)** payable at Bhopal. Refer NIT No. **Gen. / Contract Labour/2017** dated **11.02.2017**

Other eligibility conditions are as follows:

- 12.1** The Service Provider should have registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Companies Act 1956, providing similar kind of services during last ten years (10 years) as on 31.12.2016 (i.e. providing cleaning services) in Large R&D Organisations such as CSIR/ICAR etc. Public or Private Sector Companies/ Undertakings, Autonomous Bodies, Universities run by Central Government/State Government Departments, satisfactory.
- 12.2** The Service Provider must have an average annual turnover of Rs. 25.00 lakhs (Rs. Twenty Five lakhs) only during the last Five Financial Years i.e. starting from 2011-12 to the date of closer of tenure duly certified by the Chartered accountant. Copies of the following documents should be submitted along with the Technical Bid.
 - (a) Self attested copy of Balance Sheet or Turnover audited by Chartered Accountant of last five years i.e. starting from 2011-12 to the date of closer of tenure
 - (b) Income tax return for last three years.
 - (c) Service Tax Registration certificate.
 - (d) Self Attested Copy of PAN Card.
 - (e) ESIC and EPF registration numbers/certificates.
 - (f) Registration certificates under contract Labour (R&A) Act 1970.
 - (g) Registration under shops and Establishment Act 1958
 - (h) Copy of proof of depositing contribution towards EPF, ESI & Service Tax ending last quarter of the year. Tender without these documents shall be summarily rejected.
- 12.3** The Registered /Branch Office in Bhopal with necessary infrastructure for Cleaning Services is must as quality contract is necessary if the Contract is awarded. The address of the registered company along with name of contact person with cell phone no. will be furnished to the institute within 30 days from the date of issue of Order. In case no office is available presently at Bhopal, the same shall be opened within 30 days of award of contract.
- 12.4.** Service Provider have to submit minimum five satisfactory completion certificates alongwith the work orders in the Cleaning of last ten years from the Clients/Employers in support, failing which the information is liable to be treated as invalid.
- 12.5** The Service provider have been supplying three running contract in Cleaning with not less than 18 Safai-worker at one place/one site each.
- 12.6.** The Service Provider should submit self attested copy of license valid as on date of opening of technical bid under the Contract Labour (R&A) Act 1970 in respect of any employer(s) for whom the Service Provider is currently undertaking the work of providing Cleaning services through contract labour.

Signature of Contractor



Part –II shall contain:

1. Offer of the contractor on his letter head as per enclosed format duly signed with date and contact address, Tel phone /Mobile No. etc. and with service charge.
2. In accordance with the clarification issued from the Ministry of Finance Department of Expenditure Govt. of India vide OM No.29(1)/2014/PPD dated 28.01.2014 It may be noted that “if a firm quotes ‘NIL’ charges /consideration, the bid shall be treated as unresponsive and will not be considered”.
3. Part-I and Part-II shall be kept separately in two different sealed envelopes with superscription on each envelop as Part –I or Part-II as the case may be. Both these envelopes should be kept in a covering envelop super-scribed with “TENDER FOR SUPPLY OF MANPOWER FOR CLEANING OF ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE DUE TO BE **OPENED AT 15:00 hours ON 28.02.2017.**”.
4. Tenders will be received upto **13:00 hours ON 27.02.2017** and will be opened at **15:00 hours on 28.02.2017** in the presence of bidder(s) if any, in the conference room of AMPRI, Bhopal. Tenders should be dropped in the tender box kept at the office of the Senior Controller of Administration before the closing date. In case tenders are sent by post, these should be sent by Regd. Post/Speed Post addressed to Senior Controller of Administration, ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE, Hoshangabad Road, Habibganj Naka, Bhopal- 462026(M.P.). Bidder must ensure that they post the tender well in advance so as to reach before the closing time and date indicated. CSIR- AMPRI will not be responsible for any delay.
13. The contractor shall deploy the persons properly trained for aforementioned services above the age of 18 years and below the age of 50 years. Supervisor of the contractor shall be available on full duty hours.
14. The contractor shall maintain a register for marking the attendance by his worker deployed by them, which shall be seen and verified.
15. In case of any theft, loss the matter will be reported to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor’s workers on duty, the Director, AMPRI, Bhopal will have full powers to recover the loss in full or in part from the dues or security deposit of the contractor. The decision of the Director AMPRI, in this regard will be final and binding on the contractor.
16. During surprise checks by any authorized officer of the Institute, if a particular worker is found negligent/sleeping/drunk on duty the contractor will have to withdraw the worker (s) from the Institute forthwith, which may even, entail cancellation/termination of contract for the rest of the period.
17. The contractor will have to carry out the instructions regarding contract workers issued by the Institute from time to time.
18. The rate agreed to by AMPRI and the contracting agency shall be paid during the period of the contract. However additional payment on account of enhancement of statutory/legal charges such as variable DA etc. will be paid over and above the rate agreed upon from the date as applicable.
19. It is the responsibility of the Contractor to make payment to his workers latest by 7th of every month and claim reimbursement thereafter. The contractor in the presence of officer(s) nominated by the Lab shall make payment to his worker through ‘Bearer Cheque’ at his own cost. Wages shall not be less than the minimum wages under the minimum wages Act applicable as notify by Labour Commissioner (Central) for M.P. CSIR- AMPRI reserves the right to check periodically payment of wages made by him to his worker. Un due delay in payment of wages will attract penalty
20. EPF/ESIC Contribution : Contractors taking part in this tender process must be registered with the EPF & ESIC authorities. In support of this a copy of the EPF and ESIC registration Certificate must be submitted alongwith PART-I of the Tender without which the tender/offer will not be considered. Those contractors who are not registered with EPF and ESIC authorities at Bhopal will have to obtain Sub-Registration Number/ Sub Code Number from EPF and ESIC authorities at Bhopal within Ten days from award of Contract. It shall be the responsibility of the contractor to deposit EPF & ESIC contribution to the concerned authorities and in the local bank authorized for the purpose, within the stipulated time as per rule. In addition to this the contractor shall produce EPF /ESIC account no. of its individual contract workers within one month from the date of payment, failing which appropriate action will be initiated by the Institute.
21. In the event of a worker (s) not reporting for duty, alternate arrangements (badli worker) will be made by the contracting agency.
22. The contractor shall ensure his presence at a short notice when required by the Management.
23. No residential accommodation will be provided to the contract workers.
24. Number of contract worker (s) and supervisors to be deployed shall be intimated to the office from time to time, depending on requirement of work.
25. The Director, CSIR-AMPRI, Bhopal reserves the right to cancel/terminate the contract at any time during the currency of the contract after giving one months notice to the contractor. The contractor on his part will have to give two months notice.
26. Income Tax and other dues as applicable from time to time by the Govt., shall be deducted at source from the monthly bills of the contractor.

Signature of Contractor



27. The contractor shall issue Photo ID cards to every worker (s) duly signed and the worker (s) would be required to display them on their person while they are on the premises of CSIR-AMPRI.
28. The contractor shall also be responsible to provide other benefits to the staff engaged by him under the social welfare Legislation Acts like workmen's compensation/ESI, Provident Fund, Bonus etc. as admissible under the Rules and –CSIR-AMPRI shall not be responsible for any claims of staff engaged by the contractor for supply of manpower to CSIR-AMPRI, Bhopal.
29. The Director, CSIR-AMPRI shall have the right to adopt any measures/set-up a system for ensuring proper performance of duty and punctuality of his worker deployed by the contractor. The number of manpower may be increased depending upon the exigency of work load to be assessed by CSIR-AMPRI, Bhopal and intimated to the contractor.
30. **VALIDITY OF OFFER**
The offer will be kept valid for acceptance for a period of 90 days from the date of opening of tenders.
31. Period for carrying out the contract will be one year with trial period of six months (if required) or less than that depending upon the performance, unless terminated earlier at the option of Director, CSIR-AMPRI or on the happening of any of the circumstances as mentioned below:
 - a) If, Director CSIR-AMPRI terminates the contract for any reason whatsoever on giving at least one calendar month's written notice.
 - b) If the contractor fails or neglects to render the said service or any of them to the satisfaction of Director, CSIR-AMPRI or if the contractor commits breach of any of his obligations hereunder and/or
 - c) If the business of the contractor is wound up or dissolved or if any receiver is appointed or attachment is levied in respect of any of its properties and assets. The Contractor however will have to give two months notice for discontinuing his work.
 - d) The contact may be extended for a further period as may be mutually agreed by both the parties on the same Terms & Conditions as stipulated in the tender documents.
32. Director, CSIR- AMPRI, Bhopal reserves the right to award the whole contract to one contractor or award the contract in two or more parts at his discretion
33. Before tendering, for Contract the bidder(s) should inspect the site to fully acquaint himself about the condition with regard to No. of persons to be deployed, accessibility of site, nature and extent of ground, working condition at site and movement of Labour etc. required for the satisfactory execution of the work. No claim whatsoever on such account shall be entertained by the Institute in any circumstances.
34. Any compensation for disengagement on account of death, disability of any labourer provided for deployment in the Institute campus, even if such disability manifests after the termination of the contract shall be contractor's exclusive liability.
35. The contractor shall not sublet this contract or any part thereof to any other party.
36. The contractor or labourers engaged by him will not be on the payroll of the CSIR-AMPRI and will not be entitled to any benefit as applicable to the employees of CSIR/CSIR-AMPRI.
37. The decision of the Director, CSIR-AMPRI, regarding any disputes whatsoever arising out of the contract will be final and binding on the Contractor.
38. The contractor must sign and submit each paper of the Tender document in part-I of their offer in token of his accepting terms & conditions of Tender document.
39. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected
40. The Director, CSIR-AMPRI, Bhopal reserves the right to accept or reject any quotation without assigning any reasons.
41. In case, integrity, character and behavior of any of the contractor's labourers is found doubtful, he would be replaced by contractor on receiving instructions from the authorized officer.
42. When the labourers supplied by the Contractor fall short of the specified number. CSIR-AMPRI reserves the right to debit proportionately per absentee manday from monthly payments due to the Contractor beside imposing penalty in the discretion of the Director, AMPRI, Bhopal.
The following rates are presently applicable/paid by the Institute for manpower for CLEANING Services.

Statutory Payments:-

Presently	Cleaning Worker (as per Deputy Chief Labor Commissioner (Central), Ministry of Labour, Govt of India, Jabalpur notification)
Wage	₹.312/- per day
EPF-Employers Shares-13.61%	₹.42.46/-
ESI- Employers Shares-4.75%	₹.14.82/-
Bonus 8.33% (as per eligibility)	₹.25.99/-

Signature of Contractor



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43. In the event of any contradiction in the wordings/meaning/interpretation of the tender terms and conditions the decision of the Director, AMPRI is final and binding
44. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Contractor for the services mentioned above shall be the employees of the Contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Contractor and in no case, shall a relationship of employer and employee between the said persons and the CSIR-AMPRI/CSIR shall accrue/arise implicitly or explicitly.
45. Any case filed by the worker(s) is to be contested by the contractor.
46. Indemnity Bond of appropriate value has to be executed on award of contract within seven days of award of contract.
47. The contractor shall provide emergency medical treatment to its Contract Worker through hospital etc, in case of need, failing which any cost incurred by the CSIR-AMPRI, Bhopal towards the treatment shall be recovered/adjusted from the payment due/security deposit of the Contractor .
48. The contractor has to deploy fulltime supervisor at his own cost to supervise the contract.
49. The contractor is required to provide badali workers as and when required.
50. The contractor has to ensure that all statutory requirements of M.P. Govt. is fulfilled.
51. The contractor should adhere to the rules and guidance issued by the concerned Labour Commissioner from time to time.

Signature of Contractor



(Use your own letterhead)

Format of Financial Bid (Part-II)

(Please refer point no. 12 of Terms & Condition of tender for instruction)

To,
The Director,
CSIR-ADVANCED MATERIALS & PROCESSES RESEARCH INSTITUTE,
Bhopal.

Sub. :- Submission of Financial Bid Part-II of Cleaning (Kept in a separate envelop).

Presently (Subject to revision of wages by the Govt. of India)	Worker
Wage	₹.312/-
EPF-Employers Shares-13.61%	₹.42.46/-
ESI- Employers Shares-4.75%	₹.14.82/-
Bonus 8.33% (as per eligibility)	₹.25.99/-
Service Charge% on wage

In accordance with the clarification issued from the Ministry of Finance Department of Expenditure Govt. of India vide OM No.29(1)/2014/PPD dated 28.01.2014 It may be noted that "if a firm quotes 'NIL' charges /consideration, the bid shall be treated as unresponsive and will not be considered".

Declaration

I/we declare that, I/we will abide by all the T&C of tender document if contract is awarded. I/we also understand that the Director, CSIR-AMPRI, Bhopal reserves all right to cancel our offer in part or full without assigning any reason, what so ever, I/we will have no right to challenge such rejection in any court of law.

I understand that the number of Cleaning Personnel can be decreased/increased depending upon actual requirement.

I understand that I shall deploy a supervisor for the above purpose at my own cost and I shall not request for reimbursement from AMPRI on this course I undertake to disburse wages on the seventh of subsequent month and also deposit EPF and ESIC Contributions and submit the Challans alongwith the copy of ECR

Signature of Authorized Signatory

Date:
Place:

Full Name:
Company's Seal



Annexure –A

SCOPE OF WORK

The Contractor's scope of work shall consist of providing Cleanliness services to the Institute buildings, corridors, open space around buildings, clean rooms, various laboratories, Guest House etc. and for maintenance of all bathrooms/toilets etc. in the institute.

Cleanliness services are also to be provided in the AMPRI colony area including cleaning of all Roads, approach paths, foot-paths on both sides of the roads, cleaning and lifting of garbage from around and inside the various garbage pits located in the Instt./Colony area. Number of semi skilled persons are to be deployed by the contractor on job contract basis, after ascertaining the work area manpower requirement and other relevant factors. At present 11 semiskilled workers are deployed for the above work. Job specification are as under :-

- a) That it shall be the responsibility of the contractor to keep the desired location hygienic to the satisfaction of the Institute. Required materials (Consumables) for assigned task will be supplied by the Institute to the contractor. It shall be responsibility of the contractor to satisfy the Institute that the use of such cleaning materials is made diligently and only for the assigned task as covered by the agreement.
- b) Sweeping and mopping all the rooms, Institute, offices, corridor etc.
- c) Dusting the furniture, fitting and fixtures of the Institute.
- d) Removal of cobweb
- e) Sweeping of Road, foot path, pathway, pavements, terrace, stair case and open area.
- f) Garbage collection and its disposal.
- g) Cleaning of all the toilets and bath rooms with cleaning/washing powder and putting disinfectant, air freshener and naphthalene balls minimum twice a day to the entire satisfaction of authorized representative(s) of Director. At present total number of toilets are numbering to 20. The number may increase.
- h) Cleaning /sweeping of main gate, main road, in from of main gate all the roads of the entire AMPRI Campus.
- i) Garbage collection from staff quarters situated at AMPRI campus every day including holidays and of days and its disposal. At present total number of quarter is 109(101+8) and it may increase.
- j) Sweeping and mopping of staircase of all the staff quarters and sweeping of approach roads.
- k) Removals of chokes from drainage from time to time and periodical cleaning of under- ground drains and open drains.
- l) Special cleaning of all the drains, outlets, terrace, etc. before monsoon to avoid any water stagnation and leakage.
- m) Sweeping, mopping and cleaning of AMPRI Guest house comprising with 10 rooms and adjacent area to the entire satisfaction of authorized representative(s) of Director round the clock on all the days of week including holidays and off days.
- n) Any other allied work assigned from time to time.