

**GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (NAZARAT) DEPARTMENT
ASSAM SECRETARIAT : DISPUR**

NOTICE INVITING TENDER

No.S(N) 322/06/pt/92

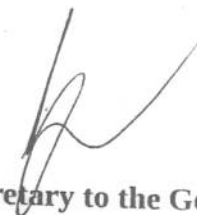
Dated Dispur, the 16th June'2011.

The Secretariat Administration Department, Assam Secretariat, Dispur invites sealed tenders before 27.6.2011 from professionally competent, experienced and financially sound service firms/organisations/associations for undertaking daily cleaning and maintenance of office premises at Blocks A, B, C, D, E, F, G & H of Assam Secretariat.

Only firms having a minimum satisfactory experience of similar work in Govt. Organisations/ Semi- Govt. organisations/ Corporations etc. need apply.

The interested parties may collect the tender documents including the general terms and conditions from the Administrative Officer, Secretariat Administration Department, Assam Secretariat, during office hours. This is also available in Assam Govt. website -<http://assamgovt.nic.in>.

The tenders will be received upto 2.00pm on 27.6.2011.



**Secretary to the Govt. of Assam,
Secretariat Administration Department**

No.S(N) 322/06/pt/92-A

Dated Dispur, the 16th June'2011.

Copy to :-

1. The Director, Information & Public Relation, Assam, Dispur, Guwahati-6 is requested to publish the tender notice immediately in local dailies for adequate publicity and transmit copies of published notice for records in this office.
2. The SIO, NIC, Assam Unit, Dispur. He is requested to post the above tender alongwith with the tender documents in the Assam Govt. website.
3. P.S. to the Chief Secretary, Assam.
4. Notice Board, Assam Secretariat, Dispur, Guwahati-6.
5. Office Order file.


**Secretary to the Govt. of Assam,
Secretariat Administration Department**

TERMS AND CONDITIONS FOR TENDER

1. The tenderers are requested to make their offer in two sealed envelopes. The first envelope should be superscribed/ marked as 'Tender for cleaning and maintenance contract of Assam Secretariat, Dispur'; and it should be addressed to the 'Secretary to the Govt. of Assam, Secretariat Administration Department, Assam Secretariat, Dispur, Guwahati-6'. It should contain the following documents:-
 - i). An application stating the intent to submit offer for the cleaning and maintenance work as mentioned in the tender notice. The Application **should contain the name of the Firm, Registration no., TIN no., full postal address and contact phone no.**
 - ii). The tenders are to be sealed and affixed with non-refundable Court-Fee Stamp worth Rs.8.25 (Eight Rupees and Twenty Five Paisa) only.
 - iii). Signed copies of general terms and conditions
 - iv). Certified copy of Partnership Deed,/ Article of Association/ Memorandum of Association/ Bye-laws etc. as applicable.
 - v). Certificate of registration.
 - vi). Authorisation letter(if any).
 - Vii). **Certificate(s) showing satisfactory experience as required in the Tender notice.**
 - Viii). Certified copy of upto date Sales Tax clearance certificate.
 - ix). Bank statement for the last six months from the banker(s).
 - x). NSC of Rs. 15,000/-(Rupees fifteen thousand) only in favour of the Secretary, S.A. Department as Earnest money.
 - xi). Certified copy of valid PAN card from Income Tax authority.
 - Xii). **The second sealed envelope containing the Financial bid.**
2. The financial bid should contain the rates quoted for the specified works as per the specifications at Annexure A. The rates should be clearly written in figure as well as in words.
3. The works for the eight blocks is divided into two blocks- I and II and the tender for each group shall be treated as separate. Group I shall consist of Blocks A, B, C, & G and Group II shall consist of Blocks D, E, F & H. The two groups may be allotted to a single party or to different parties depending on administrative convenience.
4. The tenderer may opt for selecting one or more of the groups as mentioned above. However for the selected Group/ Groups he shall have to submit all the information required as per annexure A.
5. The period of contract of the allotted groups may not begin from the same date.
6. The contract will be initially for a period of two years which may be further extended for a period of six months on the same rates, terms and conditions at the sole discretion of the Secretariat Administration Department.
7. The firm shall forfeit its earnest money in case of its failure to undertake the work upon final selection and receiving order.
8. The Secretariat Administration Department does not bind itself to accept the lowest tenders.
9. The Secretariat Administration Department reserves the right to reject all tenders without assigning any reason thereof.
10. The date for submitting the tenders is upto 2.00 pm on 27.6.2011 at Secretariat Administration (Nazarat) Department, Block A, Ground Floor, Assam Secretariat, Dispur and the tender packets marked and the tender packets marked **'Tender for cleaning and maintenance contract of Assam Secretariat, Dispur'** will be opened at 3.00pm on the same date in the office chamber of the Secretary, SAD, Dispur. The tenderer or their representative may be present at the time of opening the tender packets and the technical bids.
11. The envelopes marked 'Financial Bid' shall be opened on a date which will be informed individually to such tenderers who stand technically qualified.


Secretary to the Govt. of Assam,
Secretariat Administration Department

Annexure A
Financial Bid

Group	Particulars of work	Rate of the Group per month (Inclusive of all taxes, duties etc. which are to be shown seperately)
I	Cleaning and maintenance of office premises at following Blocks of Assam Secretariat in all floors, stairways, reception area, Atrium and external area such as driveway, Apron drains, pathways and all interconnecting corridors including areas leading upto CM's Block:- 1). Block A 2). Block B 3). Block C 4). Block G	
II	Cleaning and maintenance of office premises at following Blocks of Assam Secretariat in all floors, stairways, reception area, Atrium and external area such as driveway, Apron drains, pathways and all interconnecting corridors including areas leading upto CM's Block:- 1). Block D 2). Block E 3). Block F 4). Block H	

Signature of tenderer
with date and seal

GENERAL TERMS AND CONDITIONS

1. This is a contract where in the contractor shall provide the workers including supervisors required to carry out the Cleanliness & maintenance job of the assigned Block(s) of Assam Secretariat Building containing of 4/5 floors, stairways, reception area and external areas such as driveway, corridors, apron drains and pathways.
2. The contractor shall provide the consumable materials required for this purpose.
3. The details of work involved are as under:-
 - a. Proper and effective cleaning, washing and swabbing of toilets, floors, sanitary fittings including removal of chockages and garbage.
 - b. Dusting and cleaning of cobwebs of all hard areas of the building like floor, ceiling, roof, wall partitions, doors, windows panes and ceiling fans.
 - c. Emptying of waste paper/refuse from waste paper basket/buckets and other places. The refuse/garbage shall be disposed of at the approved garbage point after proper sorting.
4. The contract shall remain in order for two year from the date of taking over the work by the contractor.
5. All the cleaning materials/equipments would be provided by the contractor including phenyl, detergents disinfectants, dusters, brooms, acid, deodorants, etc.
6. The contractor shall provide adequate cleaning materials required for maintaining high grade, hygienic conditions in the offices, toilets and urinals.
7. The urine pot would contain sufficient quantity of deodorants/disinfectant like naphthalene balls so that the toilets blocks are kept free from foul smell.
8. The contracting party shall organize to clean the toilets and urinals on all working days.
9. The contract shall automatically stand terminated after completion of two year from the date of Agreement unless officially extended.
10. If the service of the contractor during any calendar month is not found to be satisfactory and the S.A. Department is compelled to incur expenditure for its restoration/improvement, the cost of the same will be deducted from the amount due to the Contractor and the decision of the S.A. Department in this regard shall be final.
11. The Secretariat Administration Department, Govt. of Assam will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order subject to satisfactory performance and willingness of the contractor.
12. The contract is terminable by one month notice from the Secretariat Administration Department end, if necessary by discussion with the contractor.
13. The contractor shall have to enter into a legal agreement on Non - Judicial Stamps Paper with Secretariat Administration Department.
14. The contractor or any of his worker shall not carry any materials/ items out of Assam Secretariat campus without necessary permission from Secretary/ Administrative Officer, Secretariat Administration Department.
15. The contractor shall be given a space in the ground floor near reception area during the contract period to use its office as well as for storage of the materials required by them. The place so provided should be used only for performance of the duties and not for any other purpose.

Signature of Tenderer
With date & Seal.

16. The contractor shall have no tenancy right on space provided. The spaces provided have to be vacated immediately on expiry of termination of the contract.
17. The deployment of workers shall be made only after verification of their character and antecedents through Police authorities by the Contractor along with Police Verification Report in respect of the workers. Keeping in view the Security requirements of Government Premises, the Contractor shall neither substitute or replace the workers whose character and antecedents have already been done through Police authorities without written and explicit approval of the S.A. Department. The substitutes, to be so provided should also be deployed after Police Verifications of their character and antecedents.
18. The S.A. Department shall have no liability, financial or otherwise, for any harm/damage/injury suffered by the manpower deployed by the contractor in the course of performing sanitation work of this Department. Neither the Contractor nor his workers shall have any claim on this Department for compensation or financial assistance on this account.
19. The Contractor shall be responsible for payment of wages, etc. direct to the workers as per prevailing act/orders as applicable to the state of Assam. If any dispute arises between the Contractors and his manpower in the matter of wages or their service conditions, the same will be settled by the Contractor and the workers engaged by themselves. The S.A. Department in no case will be a party to any dispute.
20. The Secretariat Administration Department shall not to provide residential accommodation to the labourers of the contractor.
21. The labourers engaged by the contractor shall not have any right/ claim on the various facilities enjoyed by Secretariat Administration Department staff. All the labourers employed by the contractor should be well mannered and in proper uniform. The cost of uniform have to be borne by the contractor.
22. All the labourers employed by the contractor shall be 18 years or above and physically/medically fit to work.
23. The Secretariat Administration Department authority reserves the right to reject the entry of any labourers employed by the contractor into the campus of Assam Secretariat.
24. In case of any lapses on the part of the labourers of the contractor, the contractor should take proper action against such labourer and the Secretariat Administration Department reserves the right to realize penalty or fines from the contractor.
25. In case of any damage of any moveable and immoveable properties of the Assam Secretariat by any labourer or any body associated or related to them, the entire cost of such damages shall be recovered from the contractor by deducting from contractual money or otherwise.
26. While making payment Secretariat Administration Department will make the following deduction if required -
 - (a) The amount equivalent to any damage/ loss etc. done by the labourers employed by the contractor in carrying out the job.
 - (b) Any other charges, fines, penalties etc. as deemed fit.
27. The rates accepted both by the Secretariat Administration Department and contractor shall be all inclusive of complete items, including sale tax, excise duty and any other taxes and duties or other levies levied by any Government or any bodies. This rates shall be valid for the contract period and shall not be subject to any variations due to increase in material price or labour charges or any other conditions what-so-ever.

28. The cleaning works should be started from 07:00 AM and should be completed by 10: 00 AM everyday without fail. In addition, Cleaning of general toilets in all the floors should be repeated at 12.00 noon and 03.00 PM daily in order to maintain the cleanliness of the Toilets throughout the day.
29. Adequate Nos of workers are to be present in office till end of working hours for any emergency work.
30. The cleaning works may also be required on public holidays if there are any in – conference / meetings / etc/ any work as desired by Secretariat Administration Department
31. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders as to the nature of the works to be carried out and their daily/weekly/monthly frequency, the requirement of various materials etc., and it general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools and plants etc. and all services and facilities. required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and pant etc will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
32. The S.A.Department. in particular ,the AO/Nazir shall reserve the right to oversee/ supervise/ monitor the works performed by the persons engaged by the contractors.

I have carefully gone through the above terms and conditions, and fully understood the same and agree to comply with the same, in the event of selection of my firm for the work.

Signature of Tenderer

Name of Tenderer

Date

Seal.