

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
Jadavpur, Kolkata- 32

Housekeeping Service – Scope of works at IACS, Jadavpur

Daily Scope of work:

1. Sweeping & mopping of floors.
2. Dusting of tables and chairs, partitions etc.
3. Scrubbing of toilets, WCs, Wash counters etc.
4. Disinfections of telephones.
5. Glass door and partitions cleaning.
6. Cleaning of dirt trap matts.
7. Time to time mopping of the office area and seminar rooms.
8. Replacement of consumables in toilets such as liquid soap, naphthalene, odonil, polythene for dustbins etc.
9. Interim cleaning of toilets.
10. Cleaning of Dustbins.

Special cleaning (Weekly scope of work)

1. Scrubbing of office floors.
2. Scrubbing of tiles in the toilets.
3. Cleaning of switch plates.
4. Bathrooms exhaust cleaning.
5. Scrubbing of floor corners and skirting.
6. Window glasses and window frames cleaning.
7. Brushing of soft boards.
8. Cleaning of PCs.
9. Cleaning of cobwebs.
10. Mopping with liquid soap of the entire office area.
11. Cleaning roof, uprooting of small trees etc.

Manpower deployment:

Manpower	Hours of working	Nos.
General cleaner	8.30AM - 4.30PM	25
Lady cleaner		7
General cleaner	12.30PM – 8.30PM	5
Supervisors	8.30AM – 4.30PM	2
Supervisor	12.30PM – 8.30PM	1

(a) Johnson Diversity products or Amway or its Equivalent products are to be used.

Application of standard cleaning materials like as liquid soaps, nymile, Collins spray, odonil, Bengal chemical's naphthalene (Square type), clendol floor wash, Harpic, Bleaching powder, Vim powder, Muratic acid, room fresheners etc. shall be used.

(b) Frequency of cleaning of toilets to be four times in a day and provide liquid soap in all the toilet blocks.

(c) All the workforces are to be provided with pair of uniform, identity cards, shoes. Supervisors should have Mobile phones.

(d) Standard cleaning machineries like, Mopping Machines, Scrubbing Machines, Vacuum Cleaning machines are to be used.

(e) Ceremonial cleaning by way of Shampoo cleaning of the carpets, upholstery of the Seminar room & auditorium chairs are to be done.

(f) Any emergency Call should be attended within half an hour time.

TENDER FORM

Date :

To
The Registrar,
Indian Association for the Cultivation of Science,
2A & B, Raja S. C. Mullick Road, Jadavpur,
Kolkata – 700 032.

Dear Sir,

1. I/We having examined all specifications relating to the works specified in the memorandum hereinafter set out and having visited and examined the site conditions of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to execute the works specified in the said memorandum and in accordance in all respects with the specifications and instructions in writing referred to in conditions of tender, the Articles of agreement, special conditions and conditions of contract and with such materials as are provided for, by, and in all other respects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a) Description of work: - Cleaning & Housekeeping of the buildings in IACS campus, Jadavpur.

(b) Location of work :- 2A & B, Raja S. C. Mullick Road, Jadavpur, Kolkata – 700 032,

(c) Earnest Money Deposited : - Rs. 1,37,000.00

(d) Estimated cost: - Rs. 5.67 Lakh per month (excluding the service tax as applicable).

(e) Total Security Deposit: - The amount submitted as EMD shall kept as a SD for the full tenure of the work.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract hereto so far as they may be applicable or in default thereof to forfeit and pay to the Employer the amount mentioned in the said conditions.

3. No claim for compensation for loss or profit or otherwise shall be raised by us. We agree that we shall not raise any claim for price escalation on building materials and labour or due to any other reason.

4. I/We have deposited by the Earnest Money deposit in the form of Demand Draft/ Banker's Cheque/ Pay Order. I understand that Earnest Money Deposit will not bear any interest. Should I/We fail to execute the Contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by the Employer.

Yours faithfully,

(Signature of Contractor)

TERMS AND CONDITIONS

1. Submission of a tender/quotation by a tenderer/ quotationer implies that they have inspected and examined the site and its surroundings and satisfied themselves as to the nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves, obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender.
2. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools and plants, water electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract document.
3. The tender/quotation for the work shall remain open for acceptance for a period of ninety days from the date of opening of tender/quotation. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to IACS, then the IACS shall without prejudice to any other right or remedy be at liberty to forfeit of the said earnest money as aforesaid.
4. **The EMD is Rs. 1,37,000.00 to be paid in favour of “Indian Association for the Cultivation of Science” in form of Demand Draft / Pay Order / Bankers Cheque.**
5. The Technical Part (Part-I) will be opened at **4.00 P.M on 01.03.2017** in presence of the intending bidders/ their authorized representatives.
6. All conditions/terms listed under “Terms and conditions” are applicable for all tenders/ quotations.
7. The successful tenderer/contractor, on acceptance of his tender by the accepting Authority, shall, within 15 days from the stipulated date of commencement, sign the contract/agreement.
8. The Director, Indian Association for the Cultivation of Science (IACS) does not bind himself to accept the lowest or any tender and reserves the authority to reject any or all tenders received without the assignment of any reason.

TENDER

I/We have read and examined the notice inviting tender schedule of quantities, terms and conditions and all other contents of the tender document.

I/We hereby tender for execution of the work as per schedule of quantities as per specification and instructions.

I/We agree to keep the tender open for Ninety days from the date of submission and not to make any modifications in its terms and conditions.

A sum of Rs. _____ is hereby forwarded in Demand Draft/ Bankers cheque of a Scheduled Bank as earnest money which shall be retained by IACS towards security Deposit to execute all the works as per schedule of quantities.

I/We agree that should I/We fail to commence the work specified in the schedule of quantities an amount equal to the amount of the earnest money mentioned above shall be absolutely forfeited to the IACS without prejudice to any other right or remedy available in law.

Date _____

Signature of Contractor
Postal address

Witness _____

Address/Occupation _____

Acceptance

The above tender is accepted by me for and on behalf of Indian Association for the Cultivation of Science for a sum of Rs. _____ (Rupees _____). The letters referred to below shall form part of this contract agreement.

a) _____

b) _____

Date : _____

For and on behalf of
Indian Association for the Cultivation of
Science

Signature _____

Designation _____

General Rules and Directions

1. The tenderer shall fill in the rates both in words and figures. The amount against each item is also to be filled in. In case of any discrepancy, the rates quoted by contractor in words shall be taken as correct.
2. Sales Tax, Income tax, turnover tax or any other tax (except service tax) in respect of this contract shall be payable by the contractor. IACS will not entertain any claim whatsoever in respect of the same.
3. Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tender submitted by the contractor who resorts to canvassing will be liable to rejection.
4. On acceptance of tender, the name of the accredited representative of the contractor who would be responsible for taking instructions from the Engineer in Charge shall be communicated in writing to the Engineer in Charge.
5. The Engineer in Charge may without prejudice to his any other rights or remedy against the contractor in respect of any delay, inferior workmanship, any claims for damages and/or any other provisions of this contract or otherwise, and whether the state of completion has or has not elapsed, by notice in writing absolutely determine the contract in any of the following cases.

- (i) If the contractor fails to maintain the desired cleanliness of the area.
- (ii) If the contractor suspends the progress of work.
- (iii) If the agency fails to pay the workers within one week of the succeeding month and violates any rules/regulation of Ministry of Labour & Employment (central Sphere).
- (iv) If the contractor neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions and does not make remedy it even after written notice.

When the contractor has made himself liable for action under any of the cases aforesaid, the Engineer in Charge on behalf of IACS shall have powers

- (a) To determine or rescind the contract. Upon such rescission, the full security deposit recoverable under the contract shall be liable to be forfeited and shall be absolutely at the disposal of IACS.

6. Generally the tenure of the services of the cleaning and housekeeping work will be for one year and extendable for further period of one year if the service is found satisfactory with the approval of the component authority.

7. The contractor shall submit “monthly bill” for necessary payment along with all the statutory documents.

8. The rate should be quoted in considering the payment of minimum wages of Govt. of India (Central sphere), Bonus, PF, ESI to all the workmen in accordance with the provision of the “Ministry of Labour and employment, Govt. of India.” As a principle employer IACS reserves the right to check, control or scrutinize or payment of

statutory payments made or not, before release of each bill. As the minimum wages for contractual sphere changes from time to time during the contract period, IACS shall pay the revised sum of amount for the agency engaged in the job of cleaning and Housekeeping work.

9. The contractor shall provide all necessary superintendence during execution of work and as along thereafter as may be necessary for proper fulfilling of the obligations under the contract.
10. (i) The contractor shall pay their workers as per the provisions of Minimum wages Act fixed and notified by the Central Government from time to time along with PF, ESI, Bonus etc. No person below 14 years of age should be deployed.
(ii) First AID Box shall be made available by the contractor at all work sites.
11. The contractor shall indemnify the employer by any member of the public or other third party in respect of anything which may arise in respect of the workers or in consequence thereof and shall at his own expense arrange to effect and maintain, until the virtual completion of the contract and contractor shall issue a no claim certificate to IACS for release of final bill.
12. Incomplete, conditional tenders, tenders received after due date will be summarily rejected.
13. The persons deployed by the Agency for the work shall be his employees for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said person and IACS, either implicitly or explicitly.
14. In case of any dispute arises in the contract the matter first will be referred to the Director, IACS for conciliation. Since the work is emergency in nature the contractor will not have the option to slow down, stop the work under any circumstances during the tenure of contract.
15. The successful bidder shall make payment of wages to the cleaners and the supervisors within 5th day of the succeeding month and after that that bill of the previous month shall be submitted for payment. IACS will scrutinize the bill with respect to the fulfillment of statutory payments to the workers and after satisfaction the bill be released for payment.