



# Central Board of Secondary Education

(An Autonomous Organisation Under the Union Ministry of Human Resource Development (Govt. of India))

Joint Entrance Examination (Main) Unit

H-149, Sector – 63, Noida (UP)

Ph. No. 0120-2427771,0120-2427775,0120-2427373 Fax :0120-2427772

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M/s .....

Date: 23/03/2015

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**Subject: Limited Tender for House Keeping Work – reg.**

Sir,

The CBSE intends to select suitable agencies for sweeping & cleaning works for its JEE unit Bldg. situated at H-149, Sector-63, Noida. Interested/reputed agencies may quote their rates complying labour laws & minimum wages as applicable in Noida etc. The rates are to be submitted on the prescribed format through sealed envelope superscribed "Sweeping & Cleaning Works". Tenders must be submitted latest by 21/04/2015 upto 2:30 PM and put in the tender Box placed at reception Hall CBSE JEE Unit H-149, Sector-63, Noida.

Incomplete & Conditional shall be summarily rejected.

Yours faithfully

(J K Yadav)  
Dy. Secy

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**JEE UNIT, H 149, Sector-63 Noida, Uttar Pradesh**  
**Ph. No. 0120-2427771, 0120-2427775, 0120-2427373 Fax: 0120-2427772**

Last date of submission – 21<sup>st</sup> April 2015  
Upto – 2.30 p.m.

Name of work : Sweeping & Cleaning works

Location : JEE Unit Bldg situated at H-149, Sector – 63 Noida

**1. Credentials of the Tenders**

1.1 Name of the Agency with Office -----  
Address and Tel. Nos -----

1.2 License No. & Registration -----  
Details(with documentary evidence)

1.3 P.F A/C No. -----  
(with documentary evidence)

1.4 PAN No -----  
(with documentary evidence)

1.5 ESI Code No. -----

2. Experience (last three years) -----

S. No.	Year	Name of the Organization	Cost of the work (Executed)	Officer Concd. In the Organization with T.No.	Period From To
01.					
02.					
03.					

3. EMD OF Rs. 12,000/- in faour of the "Secretary CBSE", Delhi has been deposited vide BD/DD No. \_\_\_\_\_ Dated \_\_\_\_\_

4. Copy of the supporting document in r/o information at Serial No 1 to 2 above & EMD must be enclosed.

5. Declaration: All terms and conditions as mentioned in the tender are acceptable to me/us.

(Signature of the Tenders)  
With complete address and seal

Tele No : -----

Mobile No : -----

Place : -----

Date : -----

## **A. Scope of work**

1. Sweeping of entire areas of the building and surrounding area of the building and collection of all waste material and its disposal as per instructions the C.B.S.E. or disposing the waste material at the disposal ground of municipal corporation.
2. Cleaning of the floor area with mechanical as well as manual and other cleaning aids/equipments like the Wall Cleaning Machine etc. Wet floor duster and detergent, disinfectant and other materials as necessitated shall be provided to the sweepers by the Agency in sufficient quality. Only quality/branded products shall be allowed to be used,. The cleanliness operation shall be carried out in the morning before opening of the office and thereafter at every 2 hours duration specially in the area like corridors, stairs, lifts and reception etc. Spray if finite in all rooms & Varandah's must be carried out daily.
3. Cleaning and washing of toilets and urinals by using deodorants, detergents and disinfectants in the morning as well as in the afternoon.
4. Cleaning of carpets, curtains, vertical blinds on various floors with vacuum cleaner (to be provided by the Agency). The venetian blinds are to be cleaned/washed as per site requirements/as ordered/instructions by the Engineer-in-charge.
5. In case of shortage of water or non-availability of water, bringing water from the underground water tank or from outside for cleaning as well as for drinking purposes (to be arranged by the Agency).
6. Sweeping and cleaning of open area, roads, passage etc. within the boundary of the Board's wall surrounding to this building.
7. Regular dusting/cleaning of office furniture (table and chairs) and equipments, telephones, book cases, filing cabinets, almirahs, doors, windows, ventilators etc. before opening of the office upto 09.00 a.m. everyday. High quality chemicals & sturdy vacuum cleaner to be used.
8. Provisions of soaps, liquid soaps, naphthalene balls/cakes, odonil cakes, etc. as per the requirements. The contractor will ensure that the material above are always available at the prescribed locations in the lavatories.
9. Providing long towels in each toilets is mandatory and this exercise shall be carried out daily by replacing them with washed one.
10. List of items/cleaning materials required are attached vide Annex I.
11. The choking of the sanitary installations i.e. W.C. Traps, Gully traps manholes, gratings is to be cleared within 24 hours of reporting the complaint.

## **B Items of work to be done generally once a week.**

1. Washing and scrubbing of Floor areas with detergents and dirt. spots removing agents.
2. Acid cleaning of sanitary wares without damaging their shine/lustre.
3. Removing of stains from floor, doors and partitions by using surf or any suitable detergents, as found suitable without leaving undesirable spots/cleaning marks.
4. Cleaning of water cooler tanks and spacs underneath water coolers.
5. Cleaning the filled surface in the corridors and stair cases.
6. Polishing of name plates and number plates with brasso and cleaning of all other name plats/boards.
7. Dusting and cleaning of fans, electrical fittings, windows, Glass panes with cleaning chemicals/agents and cleaning of partitions, panelling etc.

**B. Duties, Behaviour and staff requirement etc.**

1. The Agency shall comply with all the labour laws and regulations applicable in the matter of such workers as are engaged by it.
2. The Agency's staff shall not disturb the employees of the Board or make any sort of noise/nuisance in the office premises.
3. The Agency's workers shall be polite, courteous, well behaved and honest.
4. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deeds committed by its workers.
5. The Antecedents of all the workers will be got verified from police by the Agency before deployment for work. A Certificate to this effect shall also be submitted by the Agency at the time of undertaking the work.
6. The Agency's workers shall not enter-into any unlawful activity within the Board premises and shall have good moral character.
7. The Board shall have the right to impose cash penalty on the Agency or deduct such amounts from the security deposit in case the Board is put to any financial loss directly or indirectly by any act of omission/commission on the part of the Agency's works/workers.
8. (A) The Agency shall be directly responsible for payment of the wages, which should in no case be less than minimum wages prescribed from time to time by Govt. of U.P. The Agency has to provide facility like provident fund, bonus or any other benefits available under the rules to its employees. The Boards shall not be under any obligation to entertain any claim of workers employed by the Agency.  
(B) Any revision of minimum wages by Govt. would be given to the agency on submission of Govt. orders.
9. Insurance and accidents of the workers will be the responsibility of the Agency.
10. All the workers of the Agency shall be free from infectious/contagious diseases.
11. The Agency shall no case transfer the services: it is required to perform under this agreement to any other agency or person without prior permission of the Board.
12. The Agency shall have to ensure that the work is done to the satisfaction of the Board.
13. The area has been given as a reference for calculation of the day to day consumption of materials as well as to quoting rates accordingly.
14. Labour license, EPF & ESI certificates, PAN etc. must be attached with the Tender.

15. The manpower deployed by the Agency must put on their uniform.
16. The Board reserves the right to order any worker of the Agency to leave the premises of the Board if his presence at any time is felt undesirable.
17. In the event of any dereliction/negligence of duty or defaults or breach of terms of agreement on the part of Agency, the Board shall be free to make alternate arrangements as deemed fit. Any additional cost borne by the Board on this account shall be recovered from the monthly payment to be made to the Agency/security deposit of the Company.
18. The Board reserve the right to recover liquidated damages for defaults on the part of the Agency.

#### **D.General Conditions**

1. Agreement. For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is outstanding/excellent. The Agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the tender covenants. The cost of stamp paper and agreement shall be borne by the Agency.
2. Terms and Conditions of payment. The Board shall pay the agreed amount to the agency on monthly basis after completion of the month and on submission of a certificate by the maintenance unit of the Board "that the work has been done satisfactorily".
3. In case the work is found unsatisfactory deduction as deemed fit shall be made from the monthly bill and warning shall be issued in writing. The agency shall also have to submit a declaration that the payment of the workers deployed, are being paid as per approved wages of Govt. of Uttar Pradesh and the Agency has been complying with all the statutory provisions in r/o the workers deployed.
4. In case no further improvement is noticed, the work shall be terminated and Security Deposited shall be foreited. The Agency shall be debarred by the Board for further work.
5. Room facility. The Board shall provide a small room/space for supervisor & storage of materials etc. to the agency free of cost during the period of contract. The agency shall not be allowed to put its sign board on the room and nobody will be allowed to stay in the office after office hours without permission.

E. Notice of termination of contract. The contract can be terminated by the Board without assigning any reasons by giving one month notice in writing.

G. Supervision/Inspection. The agency shall deploy a person to supervise the cleaning and maintenance services, who will report to the Engineer-in-charge of the work daily.

H. Arbitration. In case of any dispute between the agency and the Board arising out of or in relation to the agreement, the dispute shall be referred to a Sole Arbitrator to be appointed by the authorities of the Board and decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration shall be governed by the provision of the Indian Arbitration Act 1940 & subsequent amendments therein.

I. Jurisdiction. The Court of Delhi will have jurisdiction over all legal disputes under this agreement.

J. E.M.D. The Tender will be accepted only alongwith earnest money of Rs. 12,000/- through Demand Draft in favour of Secretary, C.B.S.E payable at Noida.

K. Security Money. The successful bidder will have to deposit an amount of @ Rs. 20,000/- as security deposite in additions to EMD. The amount should be payable through D.D./B.D. in favour of Secretary , C.B.S.E. The security deposit shall be refunded to the Agency within sixty days after completion of all contractual obligation by the Agency.

L. Rates, may be charged per month for whole unit covered area, open area, surrounding area, stairs, lonnies, corridors, toilets etc. for all the items of works including cost of materials

M. The decision of the Competent Authority of the Board in all matters of this contract shall be final and binding on both the parties i.e. the C.B.S.E. and the Agency.

Signature of the Tenders \_\_\_\_\_

Name & Address of Tenders with seal \_\_\_\_\_

\_\_\_\_\_  
Telephone/Mobile No \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## GENERAL SPECIFICATION/SCOPE OF WORK

1. Name of the Building: JEE Building, Central Board of /secondary Education
2. Address/Location of : H-149, Sector-63 Noida
3. Area of the Building :
  - (a) Covered area – 25,000 Sq. Ft
  - (b) Open area – 5,00 Sq. Ft. Approx
4. No of days during the Service are required : All days except Sunday and eight, Gazetted holidays notified by Govt. of India/State Govt. for Industrial Workers (unless otherwise required on written requisition). Additional charges for Sweeping & Cleaning etc. on holidays whenever required will be payable extra on pro rata basis.
5. Timing of Work:
  - (a) Daily Work : From 07.00 am to 4.00 p.m. (One person upto 6.30 p.m.)
6. Requirement of minimum Manpower
  - (a) Minimum worker:
    - (i) Five (5) Nos (Unskilled).
    - (ii) One – Supervisor for overall supervision of the work (Semi Skilled).
    - [iii] One – Sewer man (as & when required).

**Schedule of Work**

**Name of Work : Sweeping & Cleaning work**

<b>S No</b>	<b>Description of work</b>	<b>Qty</b>	<b>Unit/Rate</b>	<b>Amount</b>
01.	Min. Wages as per notification from the Office of the Labour Commission of Government of Uttar Pradesh for Unskilled/semi skilled Labour (State Labour Commission notification is to be enclosed). Rates from 07:00 a.m. to 04:00 p.m. ( One person upto 06:30 P.M.)			
02.	Employees Provident Fund charges @ 12% + Administrative charges 1.61% (as applicable).			
03.	E.S.I. Charges @ 4.75%			
04.	Service charges (overall %) on labour input as applicable. (with reference to S. No. 1)			
05.	Cost of material to be used per month.			
06.	Total charges per month I + II			
07.	Total Amount for the work			

1. Analysis of rate must be attached by the Agency alongwith the price bid.
2. Rates should not include service tax as not applicable on CBSE.

Signature of the Tenders \_\_\_\_\_

Name & Address of Tenders with seal \_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_