



कार्यालय
प्राचार्य, शासकीय पॉलीटेक्निक, गरियाबंद
आई. टी. आई. परिसर, जिला- गरियाबंद (छ.ग.)

फोन नंबर-07706.241303

Email:- gpolyg@rediffmail.com

क्रमांक /शापाग/साफ-सफाई / स्था./ 2021/663


गरियाबंद, दिनांक 10 / 03 / 2021

निविदा आमंत्रण सूचना

एतद द्वारा सूचित किया जाता है कि शासकीय पॉलिटेक्निक गरियाबंद(नवनिर्मित भवन-ग्राम दर्रापारा,ग्राम पंचायत -पारागांव) भवन व प्रांगण की साफ सफाई के लिए निविदा आमंत्रित करता है, जिसके लिये पंजीकृत एजेंसी से बंद लिफाफा में दिनांक 05/04/2021 की कार्यालयीन समय दोपहर 03:00 बजे तक निविदा आमंत्रित किया जाता है। जो दिनांक 05/04/2021 को 04:00 बजे संस्था के कार्यालय में खोला जावेगा। निविदा खोलते समय निविदाकार या उसका प्रतिनिधि कार्यालय में उपस्थित रह सकते हैं। उक्त विज्ञापन संचालनालय की वेबसाइट www.cgdtaraipur.cgstate.gov.in, संस्था के वेबसाइट www.polygariyaband.ac.in व जिला गरियाबंद की वेबसाइट www.gariaband.gov.in पर भी देखा जा सकता है।

निविदा बिक्री तिथि व समय :-

1.	निविदा बिक्री तिथि	10.03.2021
2.	निविदा बिक्री की अंतिम तिथि व समय	05.04.2021 (2.00 pm)
3.	निविदा प्राप्त करने की अंतिम तिथि व समय	05.04.2021 (3.00 PM)
3.	निविदा खोलने की तिथि व समय	05.04.2021 (4.00 PM)
5.	स्थान	शासकीय पॉलिटेक्निक गरियाबंद
6.	अमानत राशि	30000 रुपए (तीस हजार रुपए मात्र)


प्राचार्य
शासकीय पॉलिटेक्निक
गरियाबंद

OFFICE OF THE PRINCIPAL
GOVT. POLYTECHNIC GARIYABAND(C.G.) 493889

Ph. No. : 07706-241303, Fax No. : 07706-241303,
E-mail : gpolyg@rediffmail.com

TENDER - DOCUMENT

FOR

HOUSE KEEPING

(2021- 2022)

निविदा क्रमांक 01 /HK/शापाग/स्टोर/2021/662

गरियाबंद ,दिनांक 10.03.2021

1	Tender document issued to	M/s-----
2	Cost of Tender	Rs 500-00 (Rs Five Hundred only)
3	Money receipt & Date	-----
4	Date of issue of tender	-----

Issued by


Principal,

Government Polytechnic
Gariyaband ,CG

GOVT. POLYTECHNIC GARIYABAND (C.G) 493889

Notice Inviting Tender (NIT) for House Keeping Services

Tender No.: 01/HK/GPG/store/2021/ 662

Gariyaband, Date 10.03.2021

It has been decided to avail House Keeping Service for new building of **Government Polytechnic Gariyaband Building at Village Darapara, kesodar, Gariyaband.** Sealed Tenders are invited from reputed firms having relevant experience for providing housekeeping services to Government and private organization/institution.

Tender document can be obtained from the office during the office working hours other than public holidays, on payment by cash or by DD of Rs. 500/- rupees five hundred only (cost of tender, nonrefundable) in favor of, Principal, Government Polytechnic Gariyaband, payable at Gariyaband.

Tender document can be downloaded from the website www.cgdtaraipur.cgstate.ac.in. or <http://polygariyaband.ac.in>. In such cases tender will deposit Rs 500/- (cost of tender, nonrefundable) in the form of D.D. as document cost along with EMD in favor of "Principal Government Polytechnic, Gariyaband (C.G.)".

1.	Date for sale of Tender document	10.03.2021
2.	Last date for Sale of Tender Document	05.04.2021 (2.00 pm)
3.	Last Date and time for Receiving Sealed Tender	05.04.2021 (3.00 PM)
3.	Date and time of opening the tender	05.04.2021 (4.00 PM)
5	Venue	Government Polytechnic, Gariyaband
6.	EMD	30000 Rupees (Rs thirty thousand only)


Principal
Govt. Polytechnic, Gariyaband


GOVT. POLYTECHNIC GARIYABAND (C.G) 493889

TENDER DOCUMENT

1. Tender No	01/HK/GPG/Store/2021/ 662	Date 10.03.2021
2. Cost of the Tender Form	-Rs 500/- by Cash or DD, Non-refundable	
3. Date of Submission	-On or before 05.04.2021 at 03.00 PM	

In case, if the last date is declared to be a holidays, the tender may be submitted up to 3:00pm of the immediate next working day.

4. The Tenders shall be opened at 04.00 PM on 05.04.2021
5. Tender shall remain valid for a period of One year.

QUANTIFIED SCOPE OF WORK FOR HOUSEKEEPING

The purpose of housekeeping is that the whole premises including all Rooms, Class Rooms, Labs, Toilets, Overhead water tank, Sump well, Wash Basins, Island, & Open terrace of the Polytechnic Gariyaband Building. It must look neat and clean every time and the tenderer has to undertake all such jobs /activities required to maintain the premises neat and clean whether such activities are elaborated hereunder or not.

1. General Information

Area of the Building – 7154.24 Sqr. Mtr. . (Approximate)

Carpet Area - 6302 Sqr. Mtr. (Approximate)

Open Area - 1000 Sqr. Mtr. (Approximate)

Office working hours – 10.30 h to 17.30 h

2. Broad Details of Scope of Work:

- i. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis or as required by Officer-In-charge. Cleaning activity shall start in the morning at 8.30 AM so as to complete all the dusting/cleaning/moping work before 10.30 AM.
- ii. The agency shall provide workers with required number of neat clean uniform, gumboots, rubber hand gloves, helmets, brushes, gunny bags and tools and tackles for protection, sanitation and general cleaning.
- iii. The agency shall ensure hygiene and safety aspect of the service and conduct training for all the deputed staff at regular intervals.
- iv. The agency shall ensure cleaning work on regular basis including dry sweeping of floor, wet floor cleaning and dusting of wall, doors, glass and windows from inside and outside, ceiling, staircase, dusting of blinds, cleaning of tables, chairs, cupboards, removing cobweb in building, covering floor, ceiling, side balconies, corridors, stair

cases, terrace, etc to ensure dust free and clean environment in the entire occupied campus.

- v. Continuous moping to be done at Event's Places/floor and other floors during hours (10.00 AM to 6.00 PM)
- vi. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
- vii. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, printers, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- viii. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the buildings.
- ix. Clearing of any choking's in the drainages, manholes etc.
- x. Removal of beehives and cobwebs/honey webs from the polytechnic building and its premises.
- xi. Cleaning of open area including Roads with brooms.
- xii. Removal of garbage from the polytechnic building and its premises.
- xiii. Proper registers/records for the jobs carried out on daily basis will be maintained by the Supervisor of the tenderer and will be countersigned by the undersigned/office-in-charge at regular intervals and at the end of each day.
- xiv. The tenderer should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by the polytechnic Gariyaband.

3. Work to be done daily:

- i. Booming, Sweeping and cleaning of all floors and staircase.
- ii. Dusting and cleaning of office furniture, Table top office equipment, tables, Paper trays and other installations.
- iii. Cleaning of all toilets at least twice daily (at 9.30 AM & 2 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iv. Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- v. If required, additional cleaning should be taken up as per the directions given by the principal/ Officer-In-charge.

- vi. Replenishment of soap, naphthalene balls/air purifiers [As and when required].
- vii. Emptying of dustbins.

4. Work to be done once in two weeks:

- i. Dusting of files, cleaning of side racks and office furniture items
- ii. Partition and Window glass should be cleaned with cleansing liquid.
- iii. Cleaning of sofa sets with vacuum cleaners/soap water.
- iv. Dusting of ceiling with soft cotton & cloth.
- v. Corridor, toilet floors & other areas as may be directed by Officer-In-charge shall be cleaned with floor scrubber machine.

5. Work to be done once a month:

- i. Dusting and cleaning of doors and window panes.
- ii. Cob-web removal, dusting of ceilings fans, tube lights, fixtures, furniture items specifically, steel Almirah.
- iii. All floors in common area floors including staircase shall be cleaned thoroughly with floor scrubbing machine with soap & water to remove all stains etc.
- iv. Total office area floors to be cleaned with floor scrubbing machine wherever required as per direction of Officer-In-charge.
- v. Overhead water tank (10,000 ltr.)
- vi. In addition to above, in case of emergency, cleaning should be done at call on unforeseen events like breakage, spillage and special occasions.

6. Waste disposal management:

The tenderer will ensure collection, mechanized screening/segregation of dry and wet garbage in the earmarked area. The tenderer will also ensure segregation of bio degradable and non-bio degradable garbage. Finally, the tenderer will arrange for disposal of garbage at such a place as may be permissible by Jila Panchayat.

Note: Interested agency shall visit our new Polytechnic building at village Darrapara, Kesodar, Gariyaband between 1130h to 1630h on all working days except Saturdays, Sunday and holidays and shall take note the premises open area, carpet area, toilets etc. to be cleaned.

7. Deposits-

the tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs 30000/- (Rupees Thirty thousand only) refundable and a non-refundable tender fee of 500/- (Rupees five hundred only) by way of demand drafts only. The demand drafts shall be drawn in favor of "Principal Government Polytechnic, Gariyaband (C.G.)" payable at

Gariyaband. **The demand drafts for earnest money deposit & tender fee must be enclosed with the envelope containing the technical bid.**

8. Offers in financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen without any cutting or overwriting. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
9. **Envelopes of technical bid and financial bid should be separately sealed and be placed in third envelop, sealed and super scribed with tender number, name of tender and the due date of submission and addressed to**

**The Principal,
Government Polytechnic Gariyaband
ITI Campus , Majarkatta,
Gariyaband (C.G.) PIN 493889**

10. The Sealed tender should reach; latest by 05.04 2021 **up to 03 PM**. Tender(s) received beyond the last date of submission will be rejected. No tender will be entertained by E-mail or Fax.
11. At any time prior to the deadline for submission of bid(s), the principal may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by amendment and it will be published on the website.
12. **Technical bid(s) will be opened on 05.04 2021 at 04 PM** in the presence of the tenderer(s) or their authorized representative(s) who are present at the scheduled date and time.
13. **Date and time of opening of financial bid(s) will be decided after technical bid(s) have been evaluated by principal. Financial bid(s) of only those tenderer(s) will be opened who qualify the technical evaluation. Date, time & place of opening of the financial bid(s) will be intimated in due course of time.**
14. In the event of due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
15. Principal reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.

TERMS AND CONDITIONS

1. For participation in tender process following signed and stamped documents must be furnished in two parts, envelope A (**Technical Bid**) & envelope B (**Financial Bid, Annexure C**). The envelope A should be super scribed as "Tender for House Keeping, envelope A (Technical Bid)" and the envelope B should be super scribed as "Tender for Housekeeping Service, envelope B (Financial Bid)".
2. **Part I (Technical Bid): The Technical bid will be as per the format attached as Annexure A, B & D**
3. **Tender received without these certificates must be rejected.**
 - A. Registration of firm/company.
 - B. PAN no.
 - C. Income Tax return of last three years/clearance certificate.
 - D. Service Tax Return of the Company/firm for the past three years should be enclosed.
 - E. valid Labor License registration No. of C G Government.
 - F. Employees Provident Fund Organization and Employees State Insurance Corporation certificate.
 - G. EPF (monthly return) for the month of January 2020 & January 2021 should be attached.
 - H. Certificates of Incorporation / partnership deeds or any other valid document issued by the respective registrar of firms/companies may be submitted
 - I. Balance sheet /Turnover of firm/company of last three yrs duly signed by CA.
 - J. DD for Tender fee (if not submitted earlier) and DD for EMD.
 - K. Acceptance of terms and condition (signed and stamped copy of tender document).
 - L. The Agency should have minimum three years' experience the in last 05 years in the Government departments / Public sectors (Central or State) /Private limited company/Pvt. Institutions at the time of submitting the tender.
 - M. Annual turnover of the tenderer for each of the last three financial years (FY 2017-18, FY 2018-19& FY 2019-20) should not be less than **Rs 5.00 lacs** (Rs five lacs only).
 - N. Any other document which you consider as necessary.
4. Both envelope A & B should be put in a third big envelope and Super scribed as "Tender for Housekeeping Service" All envelope should be signed and should be sealed on all joints and submitted in prescribed tender box in the office of the Principal Govt. polytechnic Gariyaband.
5. Firstly, technical bid and documents envelope-A will be opened and if it is found satisfactory than only financial bid envelope –B will be opened.

5. The tender is liable to be rejected if not submitted as per the prescribed conditions and in the prescribed format in envelope A and B as given. No further clarification will be entertained.
6. The financial bid should be clearly filled or typed and signed in ink legibly giving full address of the tenderer. The tenderer should quote the price in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with his full signature, shall invalidate the tender. The tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in the words will be treated as the valid offer.
7. The rate quoted (In Annexure 'C') shall include minimum wages as notified by Govt. of CG time to time + ESI/EPF/EDPL + Bonus etc. All applicable levies & others expenses + over heads and profit etc.
8. No variation in the rate shall be allowed on any account/reason the awarded composite rate will remain unchanged during entire contract period.
9. The tender will be opened on the date and time given above in the presence of tender(s) or their representative who desire to be present.
10. Tender received after due date and time will not be entertained.
11. Tender form is nontransferable.
12. The tender document is also available on the website www.cgdteraiipur.cgstate.ac.in. or <http://polygariyaband.ac.in> tender can download from the website, in that case he has to deposit DD of Rs 500-00 tender cost in favor of "Principal, **Government Polytechnic, Gariyaband**" at the time of submission of tender. Otherwise his tender will not be entertained.
13. A soft copy of the tender should be submitted along with the tender document.
14. **Earnest Money Deposit:**
 - (a) The tenderer shall be required to deposit the earnest money for an amount of Rs 30000/- (Rupees Thirty Thousand Only) refundable and a non-refundable tender fee for an amount of 500/- (Rupees Five thousand only with GST) by way of demand draft only. The demand draft shall be drawn in favor of "Principal, **Government Polytechnic, Gariyaband**" payable at Gariyaband.
 - (b) The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid. Any technical bid without the demand drafts of earnest money deposit and tender fee is liable to be rejected. Earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
 - (c) The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful tenderer shall be forfeited, if it refuses or neglects to execute the contract.

- d) Refund of EMD After the award of the contract to the successful tenderer, the earnest money deposit of all the other tenderers will be refunded
15. The tender should be sent in firms own letter pad along with terms and conditions. Printed condition on the back of the tender will not be binding unless separately mentioned.
 16. Taxes, if leviable extra, should be clearly indicated, failing which the rate quoted in the tender will be considered as inclusive of all taxes.
 17. There should be no alterations / corrections made in the Tender. The quoted rate should be in figures and words both. The tenderer may quote the rate in the tender form.
 18. In case of non- acceptance of the tender the EMD will be refunded to the tenderer on demand in due course of time without interest. The EMD will be treated as security deposit in case of selected tenders EMD/ security deposit will be forfeited in case of breach of agreement of supply by the tenderer/Firm. The order shall stand cancelled and security deposit forfeited if:
 19. No advance payment will be made.
 20. In case of any default in execution of the order, the undersigned reserves the right to forfeit the EMD/ Security deposit. The undersigned also reserves the right to cancel the order and forfeit the EMD/ Security deposit in case the tenderer fails to adheres strictly to all terms and condition of the order/ tender.
 21. The submission of the tender will be deemed to be the acceptance of all the terms and condition of the tender as stated herein and/ or elsewhere in the tender document.
 22. Tenders should be valid for at least twelve months from the stipulated last date of submission of tender. **The overall offer for the assignment and tenderer(s) quoted price shall remain unchanged during the period of validity.** In case the tenderer(s) withdraws his offer during the validity period, the earnest money deposited by him shall be forfeited without assigning any reason thereof. **The tenderer(s) should be ready to extend the validity, if required.**
 23. If required "D" form duly completed and signed by the competent authority for reduction in GST/CST at the time of final payment shall be issued.
 24. The undersigned reserves the right to accept the lowest or any tender and also of rejecting whole (all) or any part of tender without assigning any reasons for the same or to split up the tender as he/she may deem fit.
 25. The successful tenderer will have to execute the agreement bond in the form as approved by Government of Chhattisgarh for execution of the tender.
 26. The rate quoted should preferably be net, inclusive of all taxes
 27. In the event of any dispute arising out of the tender or from the resultant contract, the decision of the Principal, Government Polytechnic, Gariyaband (CG) will be final. any disputes with regard to the contract of purchase of equipment etc. is subjected to Gariyaband, Chhattisgarh Jurisdiction only.

28. The Tenderer shall not directly or indirectly transfer, assign or sublet the order or any part of it.
29. No tenderer will be allowed to withdraw his Tender during the validity period.
30. Canvassing in any form for the acceptance of tender would disqualify the tenderer
31. The Tender document/ resultant contract will be interpreted under Indian laws.
32. No claim shall be entertained in respect of interest on Earnest Money / Security deposit/ Tender Deposit.
33. Inspection of the work will be carried out at the institution on daily basis.
34. The tenderer shall submit a signed and stamped (on each page) copy of tender document as testimony of acceptance of T&C of tender document.
35. The purpose of housekeeping is that the whole office premises including all Toilets, pantry area their fixtures of & Wash Basin of new building of Government Polytechnic Gariyaband building at Village Darapara, kesodar, Gariyaband must look neat and clean every time and the tenderer has to undertake all such jobs/activities required to maintain the office premises neat and clean whether such activities are elaborated hereunder or not.
36. All the cleaning personnel for undertaking the housekeeping services in new building of Government Polytechnic Gariyaband building at Village Darapara, kesodar, Gariyaband should be provided with required uniform and cleaning equipment by the tenderer and they should maintain decent behavior.
37. All the cleaning personnel provided for the housekeeping services shall be governed by Ordinance Minimum Wages Act Govt. of Chhattisgarh, EPF and ESI and all statutory recovery & remittance shall be taken care by the Tenderer.
38. **Payment of wages.**
 - i) The tenderer shall be liable to pay the monthly wages on or before 07th of succeeding month to his deployed housekeeping personnel in accordance to applicable minimum wages Act.
 - ii) Wages due to every worker shall be paid by Cheque/NEFT/RTGS and quarterly bank statement shall be furnished by the firm.
 - iii) Wages shall be paid without any deductions of any kind except those specified by Central Govt. by general or special order in this behalf or permissible under the Payment of Wages Act 1956.
39. **Penalties:**
 - i. In case any complaint is received pertaining to misconduct/misbehavior of agency's personnel a penalty of Rs. 500/- each such incidents shall be levied and the same shall be deducted from the agencies bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or un-satisfactory performance or does not meet

the statutory requirements of the contract, the undersigned reserves the right to impose the penalty as 2% of cost of order/agreement per week.

- ii. For not reporting to the duty by the House-Keeping Personnel in time a minimum penalty of Rs. 500/- will be imposed per default and maximum penalty as decided by the Competent Authority.
 - iii. For causing damage to the Government property: Three times the market value of the damaged property or Rs. 1000/- whichever is higher per default.
 - iv. If House-keeping work/cleaning is not observed up to the satisfaction of the undersigned, a penalty of minor fine of Rs. 1000/- per incident or a major fine of Rs. 5000/- per incident will be imposed on the agency.
 - v. The **House-keeping Personnel** engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty for Rs. 200/- on each occasion and habitual offender in this regard shall be removed from the undersigned. The penalty on this account shall be deducted from the agency's bill.
 - vi. For persistent breach or unsatisfactory services: termination of contract along with forfeiture of performance security and blacklisting.
40. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to the Government's assets while discharging the duty, suitable amount will be deducted from the tenderer's monthly payment.
 41. The tenderer shall follow the instruction of the undersigned/Officer-in-charge from time to time in discharging the duty every day.
 42. The undersigned shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.
 43. The tenderer shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.
 44. The tenderer shall issue photo-identity cards to his personnel deployed in the building for performing duty, which will be signed by him and displayed by them on their person while they are in the premises of the polytechnic Gariyaband.
 45. All necessary reports and other information shall be supplied immediately by the tenderer as and when required by the undersigned/Officer-in-charge and at regular meeting will be held with the undersigned/Officer-in-charge.

46. The tenderer shall not employ any person of age below 18 years and above the age of 55 years and they should be of sound health while carrying out the duty and should not have infected diseases.
47. The tenderer shall not subcontract the assigned work to any other agencies.
48. The undersigned shall comply with and fulfill the recommendations (if any), if deemed necessary by the undersigned, made in writing by the Tenderer in connection with the performance of the services. The undersigned/Officer-in-charge shall notify the tenderer of any dishonest, wrongful or negligent acts or omissions of the tenderer's employees or agents in connection with the assigned services as soon as possible after the undersigned becomes aware of them.
49. If required amendment to the contract shall be affected from time to time in accordance to Government notifications or otherwise.
50. The tenderer shall raise the invoice/Bill before 07th of the succeeding month for the payment.
51. **Cleaning, Washing & Dusting etc are to be carried out daily in a mechanized way for which all the materials like brushes, presser pipe, phenyl, naphthalin balls, dusters, wire buckets, brooms, swabs required, flush clean soaps, chemicals etc apart from Single Disc machine, Vacuum Cleaners, Auto Scrubber, Jet High pressure, Bag cleaner, Wet and Dry machine, Road Sweeping (cleaning of dust) will be provided by the tenderer. The use of acids(s) shall be avoided to the maximum.**
52. **All materials/consumables other related item is to be provided by Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard and finalization with officer-In-charge. The firm shall assess the quantity of consumables to be used and store them fortnightly basis.**
53. On expiry of the contract, such portion of the said Performance Security Deposit may be considered by the undersigned sufficient to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
54. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
55. The contract may be terminated by the undersigned by giving notice in writing to the Tenderer, in case of serious negligence or serious breach of any of the terms and conditions of the contract by the tenderer, and the undersigned is of the opinion that any further continuance of the contract is not in the interest of the Government polytechnic, then the undersigned shall have the right to terminate the contract without assigning any reason thereof, or without giving any notice, and any amount payable by the undersigned as well as the performance security is liable to be forfeited.
56. **Indemnification: That the tenderer shall keep the Polytechnic indemnified against all claims whatsoever in respect of the manpower deployed by the tenderer. In case any**

employee of the tenderer so deployed enters in dispute of any nature whatsoever it will be the primary responsibility of the tenderer will be to contest the same. In case the undersigned is made party and supposed to contest the case the undersigned will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the tenderer to the undersigned on demand. Further, the tenderer shall ensure that no financial or any other liability comes on the polytechnic in this respect of any nature whatsoever and shall keep the polytechnic Gariyaband indemnified in this respect. The tenderer shall further keep the polytechnic Gariyaband indemnified against any loss to the polytechnic Gariyaband property and assets. The undersigned shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the tenderer under this contract.


Principal,

Government Polytechnic, Gariyaband (C.G.)



GOVT. POLYTECHNIC GARIYABAND (C.G) 493889

LETTER OF SUBMISSION OF TENDER FROM THE TENDERER

"Housekeeping Services at Govt. Polytechnic, Gariyaband".

1. I / We have examined the Scope of work for housekeeping and the Terms and Conditions relating to the Tender for the said service after having obtained the Tender document invited by you.
2. I / We have visited the site, examined the site for the housekeeping specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the housekeeping services order in strict accordance with the Tender Document as the rates quoted by me / us is in all respects, as per the Scope of work for housekeeping described in the Tender Document and the other Terms and Conditions.
4. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, EPF, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. If this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tender

- i. _____
- ii. _____

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Signature of Tenderer : _____

Name of the Person Signing: _____

Name of the Firm : _____

Address of the Firm: _____

Date: _____

Place: _____

Seal of the Firm: _____

GOVERNMENT POLYTECHNIC, GARIYABAND (C.G.) 493889

Annexure-A

CONTACT DETAILS FORM

General Details of Tenderer

1. Name of the Company
2. Name and Designation of
Authorized Signatory
3. Communication Address
-
4. Phone No. / Mobile No.
5. Fax
6. E-Mail ID.
7. S.T. Regn. No.
8. PAN No.
9. Labour License Regn. No.
10. EPF registration no.
11. ESI registration no.
12. TIN No.
13. GST No.

Particular Details of the Tenderers Representative

1. Name of the Contact Person
2. Designation
3. Phone No.
4. Mobile No.
5. E-Mail ID.

Infrastructural details :

1. Work force no.
2. Industrial/mechanical scrubbing machine no.
3. Vacuum cleaner no.
4. Floor scrubbers/electrically operated no.
5. Hand trolley no.

UNDERTAKING

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension, if any and it is certified that the rates quoted are the lowest rates as quoted in any other institution of India.
3. I/We give the rights to the Principal Polytechnic Gariyaband to forfeit the Earnest Money/Performance Security Deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the housekeeping services as per the provisions in the tender document/ contract agreement.

Signature of Tenderer :

Name of the Person Signing:

Name of the Firm :

Address of the Firm:

Date:

Place:

Seal of the Firm:

GOVERNMENT POLYTECHNIC, GARIYABAND (C.G.) 493889

Annexure-B

(The Technical bid should be submitted in the following format in envelope A only)
(Contain documents as listed in point 1A to 1M)

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

Sl. No.	Particulars	***
1	Name of the Tenderer /Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2	EPF Registration No. Document of Monthly Return submitted for the last two months	Copies shall be enclosed
3	ESI Registration No., Labor License if applicable	Copies shall be enclosed
4	Present Employers certificate	Copies shall be enclosed
5	Experience certificate from existing employer /past employer Experience certificate should be enclosed for Three years.	Copies shall be enclosed
6	Income Tax Return for the Past three years (FY 2017-18, FY 2018-19 & FY 2019-20)	Copies shall be enclosed
7	Service Tax Return for the past three years (FY 2017-18, FY 2018-19 & FY 2019-20)	Copies shall be enclosed
8	DD towards EMD in favour of "Principal, Government Polytechnic, Gariyaband" payable at Gariyaband.	No.....dt.....

All the bid documents as listed in point 1A to 1M are to be duly signed with seal.

We hereby state that we have agreed to all terms & conditions as stipulated in the Tender Notice No. 01/Tech/GPG/Store/2021 /662 date 10.03.2021. I also hereby confirm that I am legally empowered/authorized to quote on behalf of the firm named herein. I shall be solely responsible for all/any dispute arising out of bidding in this Tender.

Signature of Tenderer : -----

Name of the Person Signing: -----

Name of the Firm : -----

Address of the Firm: -----

Date: -----

Place: -----

Seal of the Firm: -----

GOVERNMENT POLYTECHNIC, GARIYABAND (C.G.) 493889

Annexure-C

FINANCIAL BID DOCUMENT

(The Price offer should be submitted in the following format envelope B only)

I/We _____ hereby quote our best rates for the Housekeeping Services as Below :-

(to be submitted separately in sealed envelope) Sl. No.	Details of Scope of work	Rate (per sq. mtr. Per month inclusive of all Taxes)
1.	Carrying out the housekeeping work as per the scope of work/requirement shown in by deploying appropriate man power & equipment including consumables.	Rs. (In word rupees)
2	Cleaning of open area including road with broom	Rs. (In word rupees)
Serial No. 1 &2 are submitted separately in sealed envelope		

Area of the Building - 7154.24 Sqr. Mtr. (Approximate)
Inside Area - 6302 Sqr. Mtr. (Approximate)
Open Area - 1000 Sqr. Mtr. (Approximate)

Signature of Tenderer :

Name of the Person Signing:

Name of the Firm :

Address of the Firm:

Date:

Place:

Seal of the Firm:

GOVERNMENT POLYTECHNIC, GARIYABAND (C.G.) 493889

Annexure – D

Declaration Regarding Blacklisting / Debarring for Taking Part in Tender.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non judicial Stamp paper by the Tenderer)

I / We _____ (Tenderer) hereby declare that the firm / agency namely M/s.-----
-----has not been blacklisted or debarred in the past by Union / State
Government or any organization from taking part in Govt tenders.

(Or)

I / We _____ (Tenderer) hereby declare that the firm / agency namely
M/s. _____ was
blacklisted or debarred by Union / State Government or any Organization from taking part in Government
tenders for a period of -----years wef _-----to ----- The period is over on -----
-----_and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected /
cancelled by Principal Government Polytechnic, Gariyaband and EMD / performance security shall be
forfeited.

In addition to the above, Principal Government Polytechnic, Gariyaband, will not be responsible to pay the
bills for any completed / partially completed work.

DEPONENT

Name

Address

Attested:

(Public Notary / Executive Magistrate)

GOVERNMENT POLYTECHNIC, GARIYABAND (C.G.) 493889

Annexure – E Detail Area of Building

The Tenderer shall provide Housekeeping Services for the Government Polytechnic Gariyaband premises as per the details given below:

S No.	Scope of Work	Area in Sq Mtrs	Frequency of Service
1	ADMIN BLOCK (No of Floors G+1)	Total Room =1168 Toilet Area = 14.42 Total Corridor Area =709.4 Total Area = 1891.82 (GF+FF)	Offices/ Rooms to be cleaned once in a day. Wash rooms to be cleaned twice in a day. Corridor and passages to be cleaned twice in a day. Terrace to be cleaned once in a week. Overhead tank to be cleaned once in a month. Any other area decided by Principal/ Administration.
2	MECHANICAL BLOCK (No of Floors G+1)	Total Lab Area = 400 Total Room =242.3 Toilet Area = 44.64 Total Corridor and Staircase area =2313 Total Area = 2999.94 (GF+FF)	Rooms & Lab rooms to be cleaned once in a day, Wash rooms to be cleaned twice in a day Corridor to be cleaned once in a day, Terrace to be cleaned once in a week. Overhead tank to be cleaned once in a month and other areas as specified by Principal/ Administration.
3	MINING BLOCK (No of Floors G+1)	Total Lab Area = 266.5 Total Room =272 Total Corridor and Staircase area =590 Total Area = 1615.5 (GF+FF)	Rooms & Lab rooms to be cleaned once in a day, Wash rooms to be cleaned twice in a day Corridor to be cleaned once in a day, Terrace to be cleaned once in a week. Overhead tank to be cleaned once in a month and other areas as specified by Principal/ Administration.
4	CIVIL BLOCK (No of Floors G+1)	Total Lab Area = 266.5 Total Room =266.50 Toilet Area = 94.50 Total Corridor and Staircase area =450 Total Area = 1077 (GF+FF)	Rooms & Lab rooms to be cleaned once in a day, Wash rooms to be cleaned twice in a day Corridor to be cleaned once in a day, Terrace to be cleaned once in a week. Overhead tank to be cleaned once in a month and other areas as specified by Principal/ Administration.
5	FIRST YEAR BLOCK	Total Lab Area = 266.5 Total Room =466.50	Rooms & Lab rooms to be cleaned once in a day, Wash rooms to be

	(No of Floors G+1)	Toilet Area = 132 Total Corridor and Staircase area =680 Total Area = 1545.1 (GF+FF)	cleaned twice in a day Corridor to be cleaned once in a day, Terrace to be cleaned once in a week. Overhead tank to be cleaned once in a month and other areas as specified by Principal/ Administration.
6	FACILITIES	Drinking water area=61 Terrace of all block= 400 Entry with ramp area= 216	Corridor/passages/Staircase to be cleaned once in a day including parking.
7	OTHER AREAS: General: a) Road/Pedestrian Path b) Courtyards c) All Open areas, d) All areas surrounding the boundary of the campus, clearing of all rain passages in the boundary wall e) Any other areas in the Campus not covered above		To be cleaned once in a day or as per directives by Principal/ Administration.


 Principal,
 Government Polytechnic
 Gariyaband ,CG