



**OFFICE OF THE PRINCIPAL, ENGINEERING COLLEGE NOWGONG
DISTT. – CHHATARPUR (MP)-471201**

(ESTD. IN YEAR 2012 BY GOVT OF MADHYA PRADESH)

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No./ ECN/Tender/2013/ 164 /

Nowgong, dated—27-07-2013

TENDER NOTICE

Sealed Tenders are invited from registered firm for providing skilled and unskilled Manpower through service contract for out-sourcing the cleaning and other services in engineering college Nowgong (M.P.) The Tender form and terms and conditions can be obtained from the office of engineering college nowgong ,on all working days (between 10.30 AM to 05.00 PM) against payment of non refundable Rs.300/-(Rupees Three hundred only) either cash Chalan or through demand draft in favour of “ Principal Engineering College Nowgong”. The sealed tender should reach in this office latest by 29.08.2013 at 3.00 PM by registered post. The tender will be opened on the same day i.e. on 29th Aug. 2013 at 3.30 PM.

Sd/-

Dr.R.P.TIWARI

PRINCIPAL

ENGINEERING COLLEGE

NOWGONG, CHHATRPUR (M.P.)

TENDER DOCUMENT

Sub: "Inviting Bid for engaging Service Provider Firm for providing Manpower for watch & ward, Sweeping & cleaning, gardening and other Services through service contract.

Sir Madam.

Sealed competitive Bids are invited by Engineering college nowgong chhatarpur form the reputed/registered Consultant/Service Provider Firm for providing Manpower-Security, sweeping and cleaning, gardening and other Services through service contract initially for a period of **01 (one) year w.e.f. 01.09.2013**, which may likely to be extended depending upon satisfactory services as indicated below:

A. Area of the Building: Total School building and campus:

Toilets, Laboratories, Library, store room, Activity room, corridors, Stairs and open areas as well as enclosed Surrounding areas on the ground floor, all class room and open areas.

Parties are advised to see the location. **Address/Location of the Building:** Engineering collage nowgong Dist. Chhatarpur (M.P.)

B. Man power required:-

SI. No.	Category of Manpower	Minimum qualifications or/and experience	Number of personnel required in the shifts	As per the following shifts	Responsibility
1.	Security Guards (Watch & ward)	Middle Standard	Total 03 (Three)	Shift I-from 6.00 AM to 2.00 PM (One Guard)	Providing round the clock security services to college Building and campus all the days of the month shift wise.
				Shift II-from 2.00 PM to 10.00 PM (One Guard)	
				Shift III-from 10.00 PM to 6.00 AM (One Guard)	
2.	Sweepers	Primary Standard	Total 01+ 01 Part Time		Keeping clean of all the Class Rooms, Laboratories, departments, Toilets, Store Rooms, Corridors, Footsteps of the College Building, Principal's Chamber and
3.	Skilled Staff	higher secondary	Total 01		computer typing in hindi & english
4.	Gardener (Male)	Primary Standard			Watering plants, plantation, Development and maintenance of gardens, Trimming, Removing grass bushes, Sweeping of Open Area etc.
5.	Peon	Secondary Standard	Total 02 (Two)		Up-keeping of Labs/Lib and helping for practiclas/exam and office and other work

C. Materials for cleanliness/gardening will be supplied by the college

D. Work will have to be got done daily in the following way:

- Sweeping of entire area of the building and surroundings of building and collection of all waste material and disposal of the same as per instructions of the college.
- Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office/school and thereafter every 2 hours especially in the areas like corridors, stairs and reception etc. Spraying of flit/anti-termite treatment & rodent control etc. are to be made daily and whenever necessary, for keeping the rooms/sections free from mosquitoes, flies termite/pests/rats etc.
- Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning, after lunch and again in the afternoon.
- Cleaning of carpets of the officers' room with vacuum cleaner.
- Sweeping and cleaning of open areas, roads, passage, lawns, meeting halls etc. within the boundary of the Sangathan's wall surroundings to this building.
- Regular dusting/cleaning of school/office furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows including removal of cobwebs every day before opening of the school/office.
- All complaints of leakage in the GI & CI pipes etc. are also to be attended within 24 hours.

ITEMS OF WORK TO BE DONE ONCE IN A WEEK ON EVERY SATURDAY

- Washing and Scrubbing of floor areas with detergents and dirt removing agent.
- Acid cleaning of sanitary wares, without damaging their shines.
- Removing stains for floors, doors and partitions by using surf or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks.
- Cleaning of filled surfaces in the corridors and staircases.
- Cleaning of water storage tanks, water coolers, desert coolers.
- Dusting and cleaning of fans, electrical fittings, window panes with glass cleaning chemical/agents and cleaning of partition, paneling etc. including removal of cobwebs.
- Polishing of name plates and cleaning of all other name plates/boards.

3. **Quoted Price:**

- (a) The Bidder shall quote unit rate which shall comprise of monthly remuneration, OTA rate, EPF, ESI & other statutory costs and Service Charges (including profit and administrative charges) in

the format of quotation only attached (**Annexure-A**). Without changing/modifying the Columns given in the Tender document. The rates quoted in any other format will not be accepted.

- (b) The Service tax and any other such tax liable to be paid by the client shall be quoted by the bidder separately.
- (c) Hourly rate of OTA should not exceed monthly **remuneration 30X8**
- (d) The rate quoted shall be fixed for the duration of the contract and shall not be subject to adjustment except the statutory provisions, if amended.
- (e) Correction if any shall be made by crossing out, initialing, dating and rewriting.
- (f) The Bidder shall deposit **Rs, 15000/- (Rs. Fifteen thousand only)** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/pay Order drawn in favour of principal engineering collage nowgong. M.P. Payable at nowgong as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (g) Telex or Facsimile Bids are not acceptable.
 - (i) **No payment for supervisors. It is the responsibility of the agency to monitor the work of their employees.**
 - (ii) **The rates quoted shall be as per the payment of Minimum Wages Act as per Government rules applicable for Un-skilled skilled, clerical and Non-technical supervisory staff, in nowgong. M.P. State and the rates mentioned in the tender documents shall payable to workers.**

4. Each Bidder must submit only one Bid.

5. **Validity of Bid:**

The Bid shall remain valid for a period not less than 90 days after the deadline fixed for submission of Bids.

6. **Terms and Conditions:**

- (a) The remuneration shall be disbursed through Account Payee cheque to the manpower employed at the Engineering college nowgong. M.P. premises in the presence of representative of the Engineering college nowgong M.P.
- (b) The Contracting Agency will ensure payment by the 5th of every succeeding month to their employees provided to the office/ premises of Engineering college nowgong, M.P. as per the monthly remuneration and OTA charges quoted without any deduction.
- (c) The Contracting Agency will submit the invoice along with proof of disbursement in triplicate after making the payment to the employees provided to the office/premises of Engineering college nowgong, M.P. supported with the following document:-

- (i) Details of disbursement made to the staff furnishing cheque details for each payment along with a copy of Bank passbook entry of individual account.
- (ii) Proof of payment of statutory obligation such as EPF, ESI, Service Tax and any other applicable tax if any.

Payment to the Contracting agency will be released within 15 days from the date of the receipt of the invoice/bill.

- (d) The Contracting Agency will provide Identity Card to all his employees deputed as per the format suggested by the Indenting Office valid for the period of contract.
- (e) The Contracting Agency shall comply with all statutory obligations. Minor variations as per actual calculation will be borne by the Indentor/Client.
- (f) The normal office hours of Engineering college nowgong, M.P. is from 10:30 am to 05:00 pm for six days from Monday to Saturday. However, Engineering college nowgong, M.P. reserves the right to request toe Contracting Agency to provide the security services round the clock all the days in a month according to the duty timing shown at the pre-pages/above. Engineering college nowgong, M.P. also reserves the right to request for the services of additional/extra manpower. The Contracting agency will be compensated, for the extra manpower provided, by the Indenting Agency as per the rate quoted.
- (g) In case of absence on any working day, the monthly remuneration will be regulated as per the following formula:

Total Monthly Remuneration = Monthly remuneration - A₁

Where A₁ =
$$\frac{\text{Monthly remuneration} \times \text{Nos. of days of absence}}{\text{Nos. of days in the month}}$$

- (h) The Candidates/Manpower provided by the Contracting Agency shall be accepted only after scrutiny by Engineering college nowgong, M.P. Therefore, minimum three-four bio-data shall be made available against each slot in each category. The candidate may be invited for personal discussion also No Conveyance or any other charges will be paid by Engineering college nowgong, M.P. In case, none is found suitable then additional bio-data shall be made available by the Contracting Agency, Promptly i.e. within 24 hours. The replacement of a Candidate on account of absence/unsuitability for E.C. Nowgong shall be made within 24 hours.
- (i) The contracting Agency will be required to sign a contract with the Engineering college nowgong, M.P. as per the Model Contract enclosed for ready reference. The other terms and conditions specified in the Bid document and accepted bid will also form the part of the Model Agreement.
- (j) In case of any loss, theft/sabotage caused by/attribution to the personnel deployed, the Engineering college nowgong, M.P. reserves the right to claim and recover damage from Contracting Agency.
- (k) The antecedents of all the workers will be got verified from the police by the Contracting Agency before deployment for work as per Engineering college nowgong, M.P.

- (l) The Contracting Agency will deploy the trained/experienced sweepers, gardeners and security Guards without arms preferable men who are below the age of 50 years as well as physically fit and mentally alert. The Contracting Agency will also ensure that the security guards/security supervisor is free from AIDS or any other infectious disease before deployment for work.
- (m) The Engineering collage nowgong, M.P. shall provide a small guard room/space for Security Guards/security supervisor deployed by the Contracting Agency. No name plate of agency shall be allowed on the room and nobody will be allowed to stay in the office except the staff of the Contacting Agency on duty.
- (n) The Contracting Agency shall provide to their security personnel with impressive summer uniforms as well as winter uniform with insignia/badges.
- (o) The contractor is instructed to submit the affidavit regarding the payment to the staff engaged under his/her contract to the indenting office every month.

7. Evaluation of Bid:

The indenter will evaluate and compare the Bids determined to be substantially responsive i.e. which are properly signed and conform to the terms & conditions in the following manner:-

- (i) **The bid will be treated as non-responsive if following documents are not attached:-**
 - (a) Brief profile of the company and evidence to establish that the bidder has successfully executed contracts of similar nature and magnitude in the last 3 (Three) years.
 - (b) Audited Balance Sheet & Profit and Loss Account.
 - (c) List of clientele during last 3 years along with cost of assignment.
 - (d) PAN No. and Current IT Clearance certificate.
 - (e) Attested copy of proof of EPF registration.
 - (f) Attested copy of proof of ESI registration.
 - (g) Attested copy of proof of Service Tax Registration.
 - (h) The Bidder shall deposit **Rs. 15000/-** in the form of Bank Guarantee valid for 135 days after the date of submission of bids or DD/pay Order drawn in favour of principal Engineering Collage, Nowgong (M.P.) payable at Nowgong as earnest money along with the Bid. The earnest money shall be returned to the unsuccessful bidders after the award of the contract.
- (ii) Remuneration of staff, quoted below minimum wages applicable for **Un-skilled, Skilled**, clerical and non-technical supervisory staff, in the **Govt. of M.P.** shall under the Bid disqualified for evaluation.
- (iii) The evaluation will be done for all the items put together. Indenting Office will award the contract to the lowest evaluated responsive bidder.

8. **Award of Contract:**

- (a) The Indentor will award the contract to the bidder whose Bid has been determined to be substantially responsive and who has offered the lowest price as per para 7.
- (b) The Indentor reserves the right at the time of award of contract to increase or decrease the requirement of manpower indicated in para 2 above.
- (c) The Indentor prior to the expiration of the Bid validity period will notify the bidder whose Bid is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the contract.
- (d) Notwithstanding the above, the Indentor reserves the right to accept or reject all Bids and to cancel the bidding process and reject all Bids at any time prior to the award of the contract.

9. **Last date and time of receipt of Bids:**

You are requested to submit the Sealed Bids superscribed on the envelope as "bids for providing Manpower (Security, sweeping, cleaning, gardening Services) in Engineering collage nowgong on service charge basis" within the last date of submission of tender **due on 29.08.2013 by 3.00 p.m. along with Earnest Money**. The tenders will be **open on the same day i.e. on 29.08.2013 at 3.30 PM** in the Principal office of Engineering college nowgong in the presence of bidders. If the last date of depositing and opening of tenders happens to be declared Holiday. then the tenders will be deposited/opened on the next working day, other terms and conditions and the time schedule remaining unchanged. An earnest money of **Rs, 15000/-(Rs. Fifteen thousand only)** is to be deposited along with tender document.

The Indenter looks forward to receive the Bid in the format of Bid attached only and appreciate the interest of the service provider in E.C. nowgong Rates quoted other than in format Annexure-B will be rejected.

The Sealed Bids received will be opened at 3.30 PM on.... 29.08.2013.....

Note:- Incomplete Tender forms shall not be considered.

Yours faithfully,

Signature

Name:

Designation:

For and on behalf of the

Engineering collage Nowgong, (M.P.)

FORMAT OF BID

(All figures in Rs.)

S. No.	Category of Manpower	Number of persons required	Unit monthly remuneration per Labour as per Govt. Minimum Wages.	EPF Rate labour 13.61%	ESI Rate labour 4.75%	Service charges/ uniforms, bonus charges etc, including overhead profit per labour	Monthly Unity rate (Col.4+5+6+7)	Total monthly cost (Col.8x3)
1	2	3	4	5	6	7	8	9

Service Tax : _____%

- NOTE:** 1. Service Tax shall be quoted separately.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. The Firm/Bidder should quote the rates not less-than the approved rates of Minimum wages of Govt. Rates existing at present in the Chhatarpur Dist.
4. In case of not quoting any rate, the reasons and justification (with proof) should be given.

We agree provide the above service of manpower and to abide by the terms & conditions contained in the Bid document and also agree to enter into the agreement in the format enclosed. Bid Security of Rs. _____ (Rupees _____) is furnished here with vide Bank Draft No. _____ dated _____ Drawn on _____.

(Bidder)

Signature of Bidder _____

Name of Bidder _____

Seal of Agency

Date and time _____

DETAILS OF CONTRACTED AGENCY

Name of contracting agency, address and contracting no.				
S.No.	Description	Yes	No	Reg. number	attached documents
01.	Agency Registration No.				
02.	Is security agency Government registred and applied Registration M.P.				
03.	Registration No. of E.P.F.				
04.	Registration No. of S.T.				
05.	Registration of labour licance				
06.	Registration No. of E.S.I.				
07.	Pan Card No.				
Signature of Bidder _____ Name _____ SEAL OF AGENCY _____					