

NATIONAL POWER TRAINING INSTITUTE
(An ISO 9001: 2000 Organization Under Ministry of Power, Govt .of India)
HOT LINE TRAINING CENTRE
Bangalore – 560 082

BID DOCUMENT

for
General Cleaning and Annual
Maintenance works at HLTC Campus,
Somanahalli.

OPEN TENDER No.45/R&M/CIVIL/HLTC/2012/
Dated: 27-02-2012

Cost : Rs. 500/- (Non – Refundable)

Sl. No. :

Issued to :

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NATIONAL POWER TRAINING INSTITUTE

(An ISO 9001: 2000 Organization Under Ministry of Power, Govt .of India)

HOT LINE TRAINING CENTRE

Bangalore – 560 082

SECTION - I

DOMESTIC COMPETITIVE BIDDING

(Through call of open Tenders)

TENDER No.45/R&M/CIVIL/HLTC/2012/

Dated: 27-02-2012

Name of Work	General Cleaning and Annual Maintenance Works at HLTC Campus.
Estimated value of contract	Rs. 7.30 Lakh
Earnest Money Deposit	Rs. 15000/-
Period of Sale of Bid Document	01.03.2012 to 16.03.2012
Last Date & Time for receipt of Bid	19.03.2012 up to 14:00 hrs.
Time and Date of Opening of Bid	19.03.2012 at 15:00 hrs.
Place of Opening of Bid	Conference Hall in Office Building, HLTC, Bangalore
The tender documents can be obtained from:	Office of the Director, HLTC, Bangalore
Tender documents can be submitted at	Tender Box Kept at the office of the Director, HLTC, Bangalore
Tenders addressed to	The Director, Hot Line Training Centre, 26th km Kanakapura Road, Somanahalli Gate, Udayapura Post, Bangalore – 560 082.

SECTION –II

INVITATION FOR BID

TENDER No.45/R&M/CIVIL/HLTC/2012/

Dated: 27-02-2012

On behalf of Competent Authority of National Power Training Institute, the Director, Hot Line Training Centre, Bangalore invites sealed bids through open Tenders under the **two-bid system** from the eligible contractors for **General Cleaning and Annual Maintenance works at HLTC Campus**, as specified in the bid document, for a period of **one year** for its campus at Somanahalli, Bangalore. The Competent Authority of HLTC, Bangalore and the Contractor, by mutual consent may extend the contract for **a further period of 12 months** on the same terms and conditions. The scope of services and specifications for cleaning works to be rendered is mentioned at Section-V of this bid document, which includes the manpower, materials, tools, tackles and appliances required for satisfactory execution of general cleaning and Annual maintenance works at HLTC campus.

2. The bid document can be obtained on written request from the office of **Director**, NPTI/HLTC at 26th km Kanakapura Road, Somanahalli, Udayapura Post, Bangalore – 560 082., from **01.03.2012 to 16.03.2012** between **11.00 am to 5.00 pm** on working days on payment of **Rs. 500/ (Non-Refundable)** towards the cost of bid document, by means of demand draft/Bankers cheque drawn in favour of **"Director/ HLTC"**. The tender forms can be downloaded from www.npti.in www.hlct.in & www.tenders.gov.in In such case, the bidders shall enclose a demand draft for Rs. 500/- towards cost of bid document along with their technical bid.
3. NPTI/HLTC reserves the right to issue the tender forms only to the eligible agencies, who are fulfilling the eligibility criteria detailed in the bid document.
4. Sealed quotations along with Earnest Money Deposit (EMD) of **Rs.15000/-** shall be submitted at the tender box kept at the office of the Director, HLTC, Bangalore latest by **19.03.2011 up to 14:00 hrs.** The tenders will be **opened at 15:00 hrs. on the same day** at Conference Hall in Office Building of HLTC, Bangalore

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Director

Hot Line Training Centre (NPTI), Bangalore

SECTION-III

INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to all the eligible contractors registered with Central/State Govt. departments / Undertakings and having experience in **house keeping /cleaning services**.
2. Eligibility criteria is as follows:- Experience of having successfully completed **housekeeping /cleaning services** works with Central / State Govt. departments / Undertakings during last seven years ending last day of the previous month to the one in which applications are invited.
 - (i) **Three similar works each of value not less than Rs.2,92,000/- i.e. 40% of the estimated cost put to tender or**
 - (ii) **Two similar works each of value not less than Rs.4,38,000/- i.e. 60% of the estimated cost put to tender or**
 - (iii) **One similar work of value not less than Rs. 5,84,000/- i.e. 80% of the estimated cost put to tender.**
3. The Bidder is expected to examine all instructions, terms & conditions, and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
4. The bidder is required to fill up the Profile of his Organization and other details in the format given as per Annexure –I of the Bid Document.
5. The bid prepared by the Bidder, as well as all correspondence and documents shall be written in English language and bids are quoted in Indian Rupees only.
6. The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid and Price Bid.
7. The **Technical Bid** (Part-A) submitted by the bidder shall include the following:
 - (a) Full particulars of relevant experience as specified in Clause 2 of this section given above (Self-attested copies of the relevant work orders are to be enclosed).
 - (b) Copy of registration particulars with Central/State Govt. departments / Undertakings / Govt. Autonomous bodies for **house keeping /cleaning services**.
 - (c) Copy of Income tax return form for the previous two financial years.
 - (d) A copy of PAN card
 - (e) Copy of Registration with Assistant Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract.
 - (f) Copy of Valid EPF registration particulars, Service Tax Registration Certificate if any.

Signature of the bidder

(g) Earnest Money Deposit (EMD) of **Rs. 15,000/-** by demand draft drawn in favour of **'Director, HLTC'**

8. Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the NPTI/HLTC. A bid valid for a shorter period shall be rejected by the NPTI/HLTC as non-responsive.

9. In exceptional circumstances, the NPTI/HLTC may request the Bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting his EMD. A Bidder accepting the request will not be permitted to modify his bid.

10 Sealing and Marking of Bids:

(a) The **Technical Bid** along with EMD instrument shall be placed in one sealed envelope super scribed **'Technical Bid'**. The **Price Bid** shall be kept in a **separate sealed envelope super-scribed 'Price Bid'**. Both the envelopes shall then be placed in one single, sealed envelope super-scribed **'Bid for General Cleaning and Annual Maintenance works at HLTC Campus'** and shall be addressed to **the Director, Hot Line Training Centre, 26th KM, Kanakapura Road, BANGALORE – 82**. The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.

(b) Both the inner envelopes super-scribed **Technical Bid** and **Price Bid** shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.

(c) If the outer and inner envelopes are not sealed and marked as required, the NPTI/HLTC will assume no responsibility for the bid's misplacement or premature opening.

(d) If for any reason, it is found that the Technical Bid reveals the Price Bid related details in any manner whatsoever, or, the Price Bid is enclosed in the envelope super-scribed, "Technical Bid", the Bid document **will be summarily rejected in the first instance** itself.

11. Deadline for Submission of Bids:

(a) Bids must be received by the NPTI/HLTC at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the NPTI/HLTC, the Bids will be received up to the appointed time on the next working day.

(b) The NPTI/HLTC may, at its discretion, extend the deadline for submission of bids which will be binding on all the bidders.

(c) Any bid received by the NPTI/HLTC after the deadline for submission of bids prescribed by the NPTI/HLTC in the bid document will be rejected and will not be opened.

Signature of the bidder

12. Modifications and Withdrawal of Bids:

- (a) The Bidders may modify or withdraw their bid after the submission of bid, provided that written notice for the modification or withdrawal is received by the NPTI/HLTC prior to the deadline prescribed for submission of bids.
- (b) The Bidder's modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice shall be sent in the form of signed confirmation by the bidder. The NPTI/HLTC shall receive it before the deadline for submission of bids.
- (c) Bids withdrawn prior to the expiry of the bid validity period specified in the tender document will result in forfeiture of Bidder's EMD.

13. Opening and Evaluation of Technical Bids:

- (a) The Tender Committee appointed by the NPTI/HLTC will open all Technical Bids in the first instance on the appointed date, time and venue.
- (b) During evaluation of the bids, the NPTI/HLTC may, at their discretion, ask the Bidder for clarification of his bid. The request for clarification and response shall be in writing.
- (c) No bidder shall contact the NPTI/HLTC on any matter relating to his bid from the time of the bid opening to the time the purchase order is placed. If the Bidder wishes to bring additional information to the notice of the NPTI/HLTC it shall be done in writing. However, all bidders are strongly advised to furnish all material information along with the bid itself.
- (d) Any effort by Bidders to influence the NPTI/HLTC in their decisions on bid evaluation, bid comparison or decision of placing order will result in rejection of the bid.
- (e) The results of the evaluation of the Technical Bids along with the date of opening of the Price Bids will be communicated in writing to the qualifying bidders. The unsuccessful bidders will be notified separately & their EMD will be returned to them..

14. Opening and evaluation of Price Bids:

- (a) The NPTI/HLTC will open the Price Bids of bidders as specified above.
- (b) Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

- 15.** The NPTI/HLTC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or bidders of the grounds for the NPTI/HLTC's action.

Signature of the bidder

- 16. Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the NPTI/HLTC complex and facilities available at the NPTI/HLTC's premises at BANGALORE at his own cost and under prior intimation.** This is necessary to enable the bidder to gather all information so as to facilitate the bidder to accurately prepare the Bid after taking into consideration all the relevant factors. Bidders shall ensure that they have fully read and understood the tender document and the scope of work prescribed therein.
- 17.** It will be mandatory for all the prospective bidders to bid for all the items specified in Section-V of the bid document.
- 18.** The NPTI/HLTC at its discretion may exercise an option to place order on the successful bidder to render the services in part. The NPTI/HLTC shall exercise this option not later than 30 days of the opening of the Price Bid. The bidder shall, at his option, agree to the above, in writing within 15 days of the written offer by the NPTI/HLTC.
- 19.** Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
- 20.** Where the bid has been signed by the Authorized Representative on behalf of the concerned, the bidder shall submit a certificate of authority or any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (NPTI/HLTC may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority).

Read and accepted.

**Signature and stamp of
Bidder or Authorized Signatory**

SECTION-IV

TERMS & CONDITIONS OF CONTRACT

- 1.** No alteration shall be made in any of the **terms and conditions** of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- 2.** A sum of **Rs. 15,000/-** (Rupees Fifteen thousand only) must be deposited as **Earnest Money Deposit** (EMD) by means of Bank Draft drawn in favour of 'Director, HLTC' & **must accompany the technical bid** in the sealed envelope without which the Bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the NPTI/HLTC to sign the contract on terms contained in the bid document.

The earnest money of successful bidder will be adjusted with the money to be deposited with respect to **Performance Guarantee**, which has to be deposited within 15 days after the receipt of Letter of Intent @ **10 % of the tendered value of contract**. The **Performance Guarantee** will be refunded to the contractor within 03 months after completion of contract period without interest after deducting liabilities if any. For other Bidders, the Earnest money instrument will be returned within 10 days of the completion of the financial evaluation by registered post /by hand.
- 3.** Every bidder shall also pay **Rs. 500/-** (Non – refundable) towards cost of the blank bid document by way of a demand draft drawn in favor of '**Director, HLTC**'. **All those bidders who have downloaded the bid document from the website shall ensure that the cost of the bid document is also placed in the cover containing the technical bid.** Bid without the payment of the cost of the bid document shall be summarily rejected.
- 4.** No bid will be considered unless and until all the pages / documents comprising the Bid are properly signed and stamped by the person/s authorized to do so.
- 5.** In the event of tender of lowest bidder being accepted, the lowest bid will be converted into a contract, which will be governed by the terms and conditions given in the bid document. The instructions to bidders shall also form part of the contract.
- 6.** The terms and conditions of contract given in **Section-II & IV**, along with the Instructions to Bidders in **Section III** shall be signed and returned in the envelope marked as 'Technical Bid', otherwise the tender will be rejected.
- 7.** All above conditions will be enforced, unless written order of NPTI/HLTC is obtained relaxing any specific condition in any specific instance.
- 8.** The NPTI/HLTC does not bind itself to accept the lowest tender.

Signature of the bidder

9. **Period of contract and extension.** The contract shall be for a period of 12 months with a provision to extend the contract for 12 more months with same terms and conditions on successful execution of the contract and if mutually agreed to that effect. However, NPTI/HLTC has the right to terminate the contract with one month's notice during the contract period.
10. **Deployment of Manpower:** - The contractor shall deploy adequate number of workers in the premises as deemed necessary by him to carry out all the activities and works envisaged in the Schedule of Quantity and Scope of Work, subject to a **minimum of 7 unskilled workers** as mentioned in SOQ. Before deployment, the contractor shall submit a list of workers to be deployed along with their detailed bio-data which shall include information like name, father/ husband's name, whether Male/Female, age, present address, permanent address, qualification etc. Proof of age, mobile no. & other contact details shall also be submitted along with the bio-data. The contractor shall also ensure that all the workers are effectively supervised and coordinated in the day to day work. The contractor shall deploy his representative to act as an interface between him and the officer-in-charge on behalf of NPTI/HLTC for effective dispensation of the services envisaged under the contract and shall be available in the office premises as per requirement.
11. **Payment to Contractor:** - All the payments to the contractor for this contract shall be made by NPTI/HLTC through e - payment mode only, for which the necessary details shall be furnished during execution of the contract. No request for release of payment through cheque shall be considered. Payment shall be released on monthly basis and on processing of the bill by officer- in-charge within 07 days of receipt of complete bill in duplicate from contractor with all required documents.
12. **Price Variation or Adjustment-** Provision of escalation in contract price is provided for taking care of hike/ revision in minimum wages by the appropriate government authorities, which takes place normally twice in a year so that contractor could meet the statutory obligations. Whenever an upward revision of the prescribed minimum wages is done by the appropriate labour authority after award of the contract and during the currency of contract, NPTI/HLTC shall reimburse the difference between the Revised Minimum Wages and the Minimum Wages which was in vogue at the time of bid. This amount shall be paid as a new item in the Schedule of Quantity on monthly basis under the heading "Escalation in Minimum Wages" and it shall be worked out as under: *(Revised Minimum Wages per month multiplied by Number of operations specified in the contract) minus (Wages as per the minimum wages rates specified in the bid document multiplied by the number of operations specified in the contract) plus applicable Provident Fund, ESI.* The contractor shall submit proof of revision and payment of wages at revised rates to workers for the preceding month for claiming this escalation.
13. **Statutory Taxes:** - Income tax and other statutory deduction will be made from each bill submitted by the contractor as per the prevailing rate and rules. Certificate for all the tax deducted at source shall be issued to the contractor by NPTI/HLTC.

Signature of the bidder

14. Statutory & Other Responsibilities of the Contractor:-

- a) It shall be the responsibility of the contractor to comply with all statutory obligations under various enactments which are applicable to the contract. The contractor shall be responsible to secure compliance with all Central & State Government laws as well as Rules, Regulations. Bye-laws and order of the local authorities and statutory bodies as may be in force from time to time as applicable. The contractor shall also be responsible for giving the required notice to any statutory or local bodies as required by law and obtain all requisite license/ permission as applicable to the contractor for carrying out the work envisaged in the contract. NPTI/HLTC shall bear no liability whatsoever towards any violations by the contractor in this regard.
- b) The contractor shall also be responsible for safety of all workmen employed by them from time to time and they shall be responsible for payment of any compensation that may arise out of any accident, injury or death of workers during the execution of contract. NPTI/HLTC shall bear no liability whatsoever towards any violations by the contractor in this regard.
- c) The contractor shall comply with all labour laws applicable to workmen engaged by them for carrying out work and NPTI/HLTC shall bear no liability whatsoever towards any violations by the contractor in this regard. Detailed instructions on compliance to some of these Labour Laws are enumerated in the ensuing paragraphs.

15. Observance of Labour laws and Regulations:- The contractor shall comply with all applicable labour laws and indemnify NPTI/HLTC against all claims, damages, or compensation under the provisions of various labour laws. The contractor shall comply with all the labour laws in vogue including the Minimum Wages Act 1948, The Payment of Wages Act 1936, The Contract Labour (R&A) Act 1970, The Child Labour (R&A) Act 1986, ESI Act 1948, The Equal Remuneration Act 1976, The EPF & Misc Provisions Act 1952 Act. An indicative list of provisions under some of these Acts is enumerated hereunder. This list is not exhaustive but only highlights some of the important statutory provisions which the contractor is bound to comply with. The contractor is bound to comply with all other applicable statutory provisions even if it is not indicated herein expressly.

16. The Minimum Wages Act 1948

- i) The Workers engaged by contractor for carrying out work as mentioned in SOQ shall be paid Minimum Wages as notified by the appropriate authority from time to time.
- ii) The wages shall be paid to workers deployed by contractor for 8 hours of normal work per day.
- iii) The workers engaged by the contractor shall be provided a day of rest in every period of 7 days and full remuneration for the day of rest shall be paid to them.
- iv) The current applicable Minimum Wages per worker (as on 01/10/2011) prescribed by the Ministry of Labour & Employment, Government of India vide its Order No. No.1/5(3)/2011 LS-II dated Sept 2011 is Rs 268.58/- Per Day for unskilled and Rs 304.06/- per day for semiskilled, Rs 358.33 for skilled (including EPF, Bonus, ESI, etc.) The contractor shall pay their workers engaged in the NPTI/HLTC premises at rates which are not below this rate or below the applicable Minimum Wages at that point of time.

Signature of the bidder

17. The Payment of Wages Act 1936

- i) The contractor shall pay wages to the workers engaged by them on or before the expiry of the 7th day of the following month.
- ii) The wages shall be paid to the workers preferably through cheque in the presence of Officer In-charge or his authorized representative without deduction of any amount except those that are authorized under the Act.

18. The Child Labour (Regulation and Abolition) Act, 1986

The contractor shall not be allowed to engage child labour as defined under the law in the premises of NPTI/HLTC for carrying out any work under the contract.

19. The Equal Remuneration Act, 1976

The contractor shall not pay to any worker, deployed by contractor, remuneration at rates less favourable than those at which remuneration is paid by the contractor to workers of the opposite sex for performing any job at our premises.

20. The Employees Provident Fund (PF) and Miscellaneous Provisions Act.1952

- a) The contractor shall register himself with the appropriate authority under the Act and obtain a valid PF code immediately on commencement of the contract.
- b) The contractor shall open a Provident Fund (PF) account for each worker engaged by him with the PF authorities.
- c) The contractor shall deposit monthly contribution comprising of employees' and employers' contribution with the prescribed PF authorities and submit a proof of the same along with the monthly bills to NPTI/HLTC.
- d) The contractor shall prepare a contribution card as per the prescribed Form 3 or Form 3 A as may be appropriate.
- e) The contractor shall submit a statement showing the recoveries of the contribution in respect of workers engaged by them at premises of NPTI/HLTC within 7 days of the close of every month to Officer In- charge.

21. The Employees State Insurance (ESI) Act 1948

The contractor shall take ESI coverage for all the workmen engaged for the work under this contract and ensure that ESI Cards are issued by the prescribed authorities. Proof of deposit of ESI Contribution shall be submitted along with the monthly running bills.

22. The Contract Labour (Regulation and Abolition) Act ,1970

- i) If the total number of workers deployed by the contractor is more than 20 on any given day under this contract, then they shall obtain license from the appropriate labour authority immediately after the award of contract.
- ii) The Contractor shall ensure disbursement of the wages to the engaged workers in the presence of authorized representative of NPTI/HLTC.

Signature of the bidder

- iii) The Contractor shall maintain register and records regarding the particulars of workers engaged like name, age, gender, address, rate of wages being paid to workers, nature of work performed by workers and any other information in prescribed Form XIII.
 - iv) The contractor shall furnish the notice of commencement/ completion of contract work in Form VI A to appropriate labour authority. (If license has been obtained by them)
 - v) The contractor shall provide employment card to the worker as prescribed in Form XI V and copy of the same shall be submitted to the Officer-in charge of NPTI/HLTC.
 - vi) The contractor shall maintain register of wages as prescribed in Form XVII.
 - vii) The contractor shall maintain register of overtime as prescribed in Form XXIII.
 - viii) The contractor shall issue wages slip to the contractor workers as prescribed in Form - XIX and submit the same to the Officer-In charge of NPTI/HLTC.
 - ix) The contractor shall submit Half Yearly Return to the licensing Office as prescribed in Form - XXIV to the prescribed labour authority if license has been obtained by them.
- 23. Uniform & Photo Identity Cards:-** The contractor shall provide neat uniforms to all workers who are deployed in the premises throughout the contract period. All male workers shall be provided with trousers and shirts, a pair of black shoes and Safety Helmet. Female workers shall be provided with Sarees /Salwar Kameez (inclusive of dupatta), shoes, safety helmet. The choice and color of the uniform shall be decided in mutual consent between the contractor and the Officer-In-charge of NPTI/HLTC. The contractor must ensure that the persons engaged by him are properly dressed in line with the office decorum. The contractor shall also provide photo identity cards to all workers deployed in the premises and submit a copy of such identity cards along with the personal particulars to NPTI/HLTC.
- 24. Basis of contract: -** The contract shall be operated as per the operations envisaged in the Schedule of Quantity, the operational instructions given in the Scope of Work and the Terms and Conditions of Contract enumerated herein. Since the major component of the cost of contract is towards the wages of workmen, **all bids which are below the minimum wages rates stipulated by the Government of India, Ministry of Labour & Employment shall be summarily disqualified.** The rates quoted against operations in SOQ shall remain firm during the currency of contract. However, whenever, the minimum wages rates are revised by the appropriate authority, the contractor shall pay wages at rates which are not below the revised minimum wages rates and obtain reimbursement of the difference between this rate and the rate indicated above, for the number of workers specified, on submission of proof of payment of revised wages to the workers.
- 25. Income Tax:** Income tax and other statutory deductions will be made from each bill submitted by the contractor as per the rate and rules applicable on the date of payment of the bills. Copy of the PAN and existing VAT copy may be produced. PAN number should be mentioned in each bill otherwise 20% will be deducted as per statutory requirement. Works tax shall be deducted if applicable

Signature of the bidder

- 26. Payment of Bills:** - Payment shall be released to the contractor on monthly basis on submission of bills along with following supporting documents relating to the immediately preceding month:-
- i) Proof of payment of wages to the workers in the form of Salary Slip/ Receipt of payment of wages from each worker.
 - ii) Attendance Sheet of workers engaged.
 - iii) Proof of deposit of Provident Fund Contribution and ESI Contribution with appropriate authorities under the respective Acts.
- 27. Base Bid Price of the Contract:-** Bids which are less than the total amount required for making bare minimum statutory payments towards Minimum Wages, Provident Fund, ESI and basic costs, shall be summarily rejected and disqualified. The wages for this contract works out as under:

Price Break up in respect of Cleaning & Annual maintenance works at NPTI/HLTC, Somanahalli			
Sl. No	Description	Semi skilled Rate	Unskilled Rate
	Wages (Basic + DA as per central minimum wages w.e.f 01.04.2011 (NPTI/HLTC falls under B - area in wages notification)	240.00	212.00
	Provision for EPF @ 13.61 % (EPF -12%, EDLI-0.5 %, admin charges -1.11%), ESI - 4.75%, Bonus 8.33% Labour registration works 1% insurance 2% Total 29.69%	64.06	56.58
	Sub Total	304.06	268.58

- 28. Recovery/ Deduction towards non-performance and loss caused to NPTI/HLTC by the Contractor:** - Recovery shall be made for non-performance or unsatisfactory performance of whole or any part of the contract. If the number of operations specified in SOQ has not been executed or part. Operations have not been executed, recovery shall be made @ of 1.5 times the rate specified against the specific operation in the BOQ. If NPTI/HLTC sustains any loss due to any action incident caused by the contractor or their staff, the contractor shall wholly compensate NPTI/HLTC for the same. In case the contractor fails to do so, then NPTI/HLTC reserves right to recover such amounts either from the running bills or from the security deposit or any other payment due to the contractor from NPTI/HLTC. The decision of NPTI/HLTC shall be final and binding in this regard. In case the contractor deploys less number of manpower than what is specified in the contract, recovery shall be made @ 1.5 times the prescribed minimum wages for such workers.
- 29.** All the workers engaged by the contractor are subjected to security check while entering and leaving the premises.
- 30. Subletting of Contract:** - The Contractor in no case shall be allowed to sub-let the contract or part thereof to any of the sub contractors without prior written approval of the Officer- in -charge. The Contractor himself shall be responsible for the execution of the contract.

Signature of the bidder

The payments shall be transferred directly to the Contractor's bank account and shall not be made to any person holding power of attorney authorized to receive the payment on Contractor's behalf.

- 31. Termination of Contract:** - If the work is found to be un-satisfactory during the contract period or if the contractor commits default in complying with any of the terms and conditions of the contract, NPTI/HLTC reserves the right to terminate the contract at any time with or without any notice to the Contractor and can get the work done by any other contractor at the risk and cost of the contractor.
- 32. Basis of Evaluation of Bids:-** The contract shall be awarded to the contractor with the lowest bid price, provided they fulfil all the other qualifying criteria laid down herein. In case two or more bidders have quoted identical bid price which is the lowest among all the bids received, NPTI/HLTC reserves the right to award the contract to anyone of these bidders, which in the opinion of NPTI/HLTC, possesses better credentials and experience in handling such work.
- 33. General Terms:-**
- i) If the contractor is required to do any job which is not specified in the SOQ or Scope of Work but necessary for performance of the contract, he shall undertake the same without any additional cost to NPTI/HLTC.
 - ii) The contractor shall maintain all the documents necessary such as Age, Sex, Educational qualifications and addresses of the workers deployed by them in the premises including payment vouchers, attendance register, leave and weekly off particulars etc. to satisfy the provisions of various labour laws.
 - iii) The contractor shall ensure that none of its workers smokes or consume alcohol or any other intoxicating drugs inside the premises.
 - iv) The contractor shall ensure that none of its workers indulge in gambling within the premises and should not use the premises for any anti-social or unlawful activities.
 - v) The contractor shall ensure that all workers engaged by them in the premises behave courteously with the employees, trainees of NPTI/HLTC and visitors to the premises.
- 34.** The contractor shall take over the subject work within one week from the date of award or from the date informed by the Officer-in-charge.
- 35. Settlement of Disputes / Arbitration:** - Any dispute or difference arising out of or in connection with the contract shall to the extent possible be settled amicably between the contractor & the authorized representative of *NPTI/HLTC*. In case of failure of above, the disputes/issue or differences shall be referred to the soul arbitration of an arbitrator appointed by Principal Director, NPTI /HLTC, who within a period of 30 days after being requested by either of the parties to do so shall give his decision in writing. The decision of the Arbitrator shall be final & binding on both the parties.

This contract shall be governed by the Indian Laws, rules & regulations as applicable from time to time. In case of any litigation, the Courts of respective areas from where the LOIs have been placed shall have the jurisdiction.

Date:

**Signature and stamp of the Bidder
or Authorized signatory**

SECTION- V

SCOPE OF WORK & SPECIFICATIONS FOR CLEANING

- General cleaning of floors of HLTC Office & Hostel block daily by wet rags/cleaning accessories including sweeping and by using vacuum cleaner etc., including cleaning of windows, ventilators, walls, ceilings, staircases and roofs, fans etc., cleaning of cemented plinth protection surface all round the buildings and cleaning of surrounding area as per specification complete except on Sundays and National holidays as directed by the officer-in-charge for the Institute, Hostel surrounding and Hostel rooms, kitchen & dining area, recreation rooms, Health center, Hanger area, substation room & pump rooms etc.
- All the toilets in the premises shall be cleaned minimum twice a day.
- Collection of waste papers and other waste from various places and dumping in the specified areas.
- Daily Dusting of tables, chairs of office including those of class rooms & dusting of almirah, wooden panels, class room boards, stair case rails, telephones, machines, printers, computer Systems etc.
- Cleaning of hangers where Hot line tools are stored, switch boards, panel boards, Fire Hydrants, notice boards & sign boards, water coolers, rolling shutters, glass doors etc., The contractor shall execute cleaning and house keeping works with suitable uniformed men & women with suitable equipments and cleaning aids
- Weekly cleaning of HLTC residential quarters (51 Nos.) for whole cemented plinth protection around and surrounding the building. Cleaning of all water tanks & sewerage systems including septic tanks (in case of blockages) CI pipes, AC and soil pipes and the entire inspection chamber at HLTC complex.
- Ensuring round the clock water supply at HLTC complex including routine maintenance of submersible pump sets and its panel board.
- Fortnightly cleaning of ceiling fans, exhaust fans, pedestal fans, tube lights, ceiling lights, street lights, solar water heating systems, TV dish antenna, substation cubicles, MDBs, SDBs etc.,
- Cleaning of dust bins in the entire campus and wastage disposed as directed by the officers concerned.
- Any other works which are not mentioned above, but also essentially requires in the interest of this office as assigned by the Officer In-charge from time to time also to be carried out.

Signature of the bidder

SPECIFICATION FOR CLEANING

1. General for all Buildings

- a) Cleaning of floors required daily sweeping, moping with wet rags and floor cleaning powder. Washing with water is also to be done once in a month. Cleaning of carpets/sofa sets is to be done once in 15 days with the help of Vacuum Cleaner.
- b) All the general toilets of the buildings are to be cleaned twice at 09:00 hours and 14:00 hours every day. The ceramic wares are to be cleaned with Harpik cleaning liquid daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.
- c) All wooden and steel doors/windows/ventilators including glass panes fitted will have to be cleaned at least once in a week with detergent / Colin liquid.
- d) All stairs shall be swept daily and the railings of stair should be cleaned daily with or without detergent.
- e) Cleaning of ceiling and the walls are to be done as and when required or at least once in a week.

2. Cleaning of Office building

- a) **Conference Hall** - Conference hall is to be cleaned with vacuum cleaner, sweeping & moping. Chairs & Tables are to be cleaned as & when required or at least once in a week.
- b) **Directors Cabin** - This cabin is to be cleaned daily as stated above and cleaning with vacuum cleaner is to be done once in a week.
- c) **Lecture Halls** - All Lecture halls have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs, desks are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:30 hours in the morning. **ARRANGING AND SHIFTING OF FURNITURE WITHIN INSTITUTIONAL BUILDINGS FOR SETTING UP OF LECTURE HALLS ARE ALSO TO BE CARRIED OUT BY THE LABOURERS AS & WHEN REQUIRED.**
- d) **Faculty Rooms, Establishment, Accounts Section**, and all sections have to be cleaned daily. Tables and chairs are to be dusted/mopped daily before 09:30 hours.

3. Store Rooms and Hanger areas

The store rooms and Hanger areas are to be cleaned by sweeping, cleaning the floor with wet rags and dusting the machines, store racks, equipment, etc. as and when required as per the demand of the officer in-charge.

Signature and stamp of the Bidder

4. Hostel complex and Trainees Hostel Block - II :

- a) General places like T.V. hall, corridors, lounge area, dining and kitchen etc. have to be cleaned daily as illustrated above in item 1 from 09:00 hours onwards.
- b) Occupied rooms are to be cleaned every day by sweeping, moping with wet rags and with floor cleaning detergent. It is also to be cleaned immediately after vacation of each room. All unoccupied rooms are to be cleaned at least once in a week.
- c) Toilets have to be cleaned daily. The ceramic wares are to be cleaned with Harpik daily and with acid as and when required. Naphthalene balls have to be placed every day on all urinals and washbasins.

5. Health Centre and Canteen

The Health Centre and Canteen building is to be cleaned daily, rooms and toilets are to be cleaned as illustrated above. Dining hall is to be cleaned daily washing with water and detergent once in fifteen days.

6. Residential Quarters

The common areas of residential quarters are to be cleaned as follows:

- a) Up and down stairs have to be cleaned every week and cleaning with water has to be done at least once in 15 days.
- b) Common places, ceilings of stair and terraces have to be cleaned once in a week.
- c) Cleaning of sewerage system, rain water pipes, CI/AC and soil pipes in all buildings have to be cleaned as and when required.
- d) Outside area around the residential buildings are to be cleaned at least once in a month to keep free from growing bushes, plants etc.
- e) The garbage from all the residential quarters is to be collected daily at specified time and dumped in the dustbin provided in the complex.

7. Cleaning of Roads

The cement and bituminous roads laid all over the NPTI complex and the cemented pavements provided in the road sides, passages and adjacent to the buildings are to be swept daily. The entrance gate and chowkidar shed, are to be swept daily. The interiors of chowkidar shed also to be cleaned daily and the window panes and doors are to be mopped daily.

Signature of the bidder

DETAILS OF CONSUMABLES /CLEANING MATERIALS TO BE SUPPLIED
(per month)

Sl.No.	Description of material	Unit	Quantity Required
1	Sunshine Phenyl	Ltrs	10
2	Soap oil	Ltrs	5
3	Bombay bur (Broom)	Nos.	10
4	Coconut bur (Broom)	Nos	10
5	Spider web remover broom	Nos.	2
6	Room sprayer (Premium room freshner)	Nos.	2
7	Harpic cleaning liquid	Nos.	6
8	Urinal cakes	Nos.	20
9	Urinal Naphthalene Balls	Kgs.	0.25
10	Closet round brush		
	(i) Coir brush	Nos.	2
	(ii) Plastic brush	Nos.	2
11	Air freshners	Nos.	05
12	Floor mopping cloth / Cora cloth	Mts	5
13	Glass cleaning cloth	Mts	5
14	Colin cleaning liquid	Nos.	2
15	Floor mopping with stick		
	(i) Bamboo stick	Nos.	2
	(ii) Steel stick	Nos.	2
16	Toilet Cleaning Brush	Nos.	2
17	Bleaching powder	Kgs.	3

Signature of the bidder

SECTION-VI
TENDER FORM
TECHNICAL BID

To
The Director,
National Power Training Institute, HLTC,
26th KM, Kanakapura Main Road, Somanahalli Gate,
Udayapura (PO), Bangalore – 560 082

Ref.: TENDER No.45/R&M/CIVIL/HLTC/2012/

Dated: 27-02-2012

Sir,

I/We hereby undertake to provide the General cleaning and Annual Maintenance contract at HLTC Campus as specified in the Bid/tender document and agree to hold this offer open for a period of **90 days** from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

- I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and am/are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.
- A crossed Bank Draft in favour of the N.P.T.I, Nagpur for **Rs15,000/-**(Rupees Fifteen thousand only) as Earnest Money Deposit is enclosed. The Draft is drawn on _____ Bank payable at Bangalore.

Certified that the bidder is:

- A sole proprietorship firm and the person signing the bid documents is the sole proprietor/constituted attorney of the sole proprietor.
Or
- A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.
Or
- A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

- Certified that I/we have the experience of more than _____ years in providing general cleaning of buildings and related works. Certified copies of work-order pertaining to cleaning works are enclosed with this bid.

Signature and stamp of the Bidder

A detailed profile of the organization as filled in as prescribed in the Annexure –1 of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

- (a) Full particulars of relevant experience as specified in Clause 2 of this section given above (Self-attested copies of the relevant work orders are to be enclosed).
 - (b) Copy of registration particulars with Central/State Govt. departments / Undertakings / Govt. Autonomous bodies for **house keeping / cleaning services.**
 - (c) Income tax return particulars for the previous two financial years.
 - (d) A copy of PAN card
 - (e) Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Contractor under this contract.
 - (f) Copy of Valid EPF registration particulars, Service Tax Registration Certificate if any.
 - (g) Earnest Money Deposit (EMD) of **Rs. 15,000/-** by demand draft drawn in favour of **'Director, HLTC'**
- We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of bidder)

Dated this _____ day of March' 2012

Telephone: _____

FAX _____

Address _____

E-mail _____

Company Seal

SECTION-VII
TENDER FORM
PRICE BID

To
The Director,
National Power Training Institute, HLTC,
26th KM, Kanakapura Main Road, Somanahalli Gate,
Udayapura (PO), Bangalore – 560 082

Ref.: TENDER No.45/R&M/CIVIL/HLTC/2012/

Dated: 27-02-2012

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the Financial Bid for the General cleaning and Annual Maintenance contract at HLTC Campus, as per the invitation for this and in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

SCHEDULE OF QUANTITIES (PART – A)

Sl. No	Description of work	Unit	Qty	Rate in Rs.	Amount in Rs.
1	General cleaning of HLTC Main Office building as per scope of work specifications of cleaning	Per Operation per day	300.00		
2	General cleaning of HLTC Hostel Complex and Trainees Hostel - II building as per scope of work specifications of cleaning	Per Operation per day	300.00		
3	General cleaning of HLTC Health Centre, Canteen, Hanger area, pump rooms, Chowkidar shed & Substation room as per scope of work specifications of cleaning	Per Operation per day	300.00		
4	General cleaning of HLTC residential quarters (51 Nos.) terrace, staircase, common areas surrounding the building. Cleaning of sewerage systems including septic tanks (in case of blockages) CI pipes, AC and soil pipes and the entire inspection chamber in the entire campus of HLTC. as per scope of work specifications of cleaning	Per Operation per day	150.00		

Signature of bidder

Sl. No	Description of work	Unit	Qty	Rate in Rs.	Amount in Rs.
5	Cleaning of roads and dustbins in the entire campus and wastage disposed as per scope of work specifications of cleaning	Per Operation per day	150.00		
6	Ensuring round the clock water supply at HLTC complex including pump operation & routine maintenance of submersible pump sets and its panel board.	Per Operation per day	300.00		
7	Supply of consumables for cleaning works like washing powder, bleaching powder, phenol, air freshener brooms etc.,	Lump sum per month	12.00		
8	Providing unskilled assistance in Hot/Cold line training and assisting the course coordinators and faculties for lecture hall arrangements and all training related activities during working days and colony maintenance works on Saturdays and Closed holidays	Per operation per day	600.00		
9	Periodical cleaning and removal of sand/silt, debris and any other foreign material from Main OHT - 1 No, Sump – 1 No. using bleaching powder, disinfectant etc.	Per operation (Once in six months)	2.00		
10	Periodical cleaning and removal of sand/silt, debris and any other foreign material from Residential / Hostel OHT - 30 Nos. using bleaching powder, disinfectant etc.	Per operation (Once in three months)	4.00		
Total per annum for PART – A works					

- The Contractor shall deploy a minimum of 7 unskilled workers for the works, under Part A.
- The Contractor shall pay the wages as declared by the Chief Labour commissioner (central) , Govt. of India, Ministry of Labour, presently the wages as per the order dated Sept'11 are Rs 268.58 for unskilled where the given rate is inclusive of VDA , EPF(13.61%), ESI (4.75%) and Bonus(8.33%)which are to be paid by the contractor. Agency whose offer without complying the above is summarily rejected.
- The Contractor shall comply the acts /rules, such as minimum wages Act-1948 , Provident Fund Rules & any other rule formed by the Govt. of India and he shall ensure to keep the periodical payments of PF ESI etc., in the names of each workers. The Contractor shall quote the prices considering the compliance of above rules and shall keep all the records /documents for verification by Engineer -in-charge

Signature of bidder

SCHEDULE OF QUANTITIES (PART – B)

Sl. No	Description	Unit	Qty	Rate in Rs.	Amount in Rs.
11	Supply of Un-skilled /skilled assistance as and when required as per the direction of Engineer In-charge. The minimum quoted rates by the agency shall be Rs 212/- for unskilled and Rs 283/- for skilled				
a	Mazdoor (Unskilled)	Per Day	100		
b	Carpenter (Skilled)	Per Day	50		
c	Mason (Skilled)	Per Day	30		
d	Plumber (Skilled)	Per Day	50		
e	Electrician (Skilled)	Per Day	30		
	Total per annum for PART – B works				
	Total per annum for PART – A works				
	Total per annum for PART – A & PART – B works				

- We do hereby undertake that, in the event of acceptance of our bid, the supply of services shall be made as stipulated in the tender document and that we shall perform all the incidental services.
- We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
- We have carefully read and understood the terms and conditions of bid document and its implications. We do hereby undertake to supply all the specified items of service.
- We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

(Signature of the Bidder)

Dated this _____ day of March' 2012

Address _____

Telephone No. _____

Fax No. _____

E mail : _____

PROFILE OF ORGANIZATION

SL NO	Name of the work	General Cleaning & Annual Maintenance works at HLTC Campus
1	Name of the Firm	
2	Registration No. (CPWD/KPWD/ BBMP/etc.,)	
3	Address with Phone/Fax/Mobile Nos:	
4	Year of Establishment of the firm/experience in the Civil Engg contracts:	
5	PAN/TIN No: (enclose copies)	
6	Service Tax No: (if any)	
7	Details of works executed during the last 3 years (add documentary proof of the same)	(1) (2) (3)

8	List of similar work undertaken/in hand at present	(1) (2) (3)
9	Any other information in support of their past/present experience	

Note: Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and ascertain the quantum of work before submitting the tender.

Signature & Seal of bidder