



# National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization  
(Ministry of Power, Govt. of India)

## TENDER DOCUMENT

CONTRACT FOR GENERAL CLEANING AND UPKEEP OF  
RESIDENTIAL CUM INSTITUTIONAL COMPLEX  
AT  
NPTI COMPLEX, SECTOR-33, FARIDABAD

Tender Enquiry No. : NPTI/CO/Purch/TE-26/GENCLN/2014

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003  
Phone No. 0129-2275448  
Fax No. 0129-2277412  
Website: [www.npti.in](http://www.npti.in)

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**SECTION-1  
LETTER OF INVITATION**

## LETTER OF INVITATION

**Tender Enquiry No. : NPTI/CO/Purch/TE-26/GENCLN/2014**

**Dated:-**

**To**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: -Contract for General Cleaning and Upkeep of Residential cum Institutional Complex at NPTI (CO), Faridabad -reg.**

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites Bid for Contract for General Cleaning and Upkeep of Residential cum Institutional Complex at NPTI (CO), Faridabad.
2. The Tender Documents include the following:
  1. Section 1 - Letter of Invitation
  2. Section 2 - Notice Inviting Tender
  3. Section 3 - Instruction to Bidders
  4. Section 4 - Conditions of Contract
  5. Section 5 - Scope of Work
  6. Section 6 - Pre-qualification Bid
  7. Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 2.30 PM on 30.10.2014 and shall be opened on the same day at 3.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

**(S.N. Pandey)**  
**A.P. (Purchase)**  
Tele Fax No: 0129-2275448  
E-mail: snpandey@npti.in

**SECTION-2**  
**NOTICE INVITING TENDER**

**NATIONAL POWER TRAINING INSTITUTE**  
**(Ministry of Power, Govt. of India)**  
**NPTI Complex, Sector-33, Faridabad – 121 003**  
**Tele Fax No. 0129-2275448**  
**Website: [www.npti.in](http://www.npti.in)**

**DOMESTIC COMPETITIVE BIDDING**  
**(Through call of open Tenders)**

TENDER ENQUIRY NO. NPTI/CO/Purch/TE-26/GENCLN/2014

Dated: .....

|   |  |
|---|--|
| <b>Name of Work</b>   | Contract for General cleaning and upkeep of residential-cum-institutional Complex at NPTI (CO), Sector-33, Faridabad.  |
| <b>Estimated Value of Work</b>                                  | Rs. 17.00 Lakhs (per annum)  |
| <b>EMD</b>  | Rs. 17000/-  |
| <b>Period of Contract</b>                                       | Initially 3 years extendable for another 1 year  |
| <b>Date of Issue of Tender Document</b>                         | 07.10.2014   |
| <b>Last Date &amp; Time for receipt of Bid</b>                  | 30.10.2014 up to 2.30 PM   |
| <b>Time and Date of Opening of Bid</b>                          | 30.10.2014 at 3.00 PM  |
| <b>Place of Opening of Bid</b>                                  | NPTI (CO), Faridabad   |
| <b>Officers from whom the tender documents can be obtained.</b> | A.P. (Purchase), NPTI, Faridabad   |
| <b>To whom the tender documents can be submitted.</b>           | Bids shall be sent to A.P. (Purchase) NPTI (CO), Faridabad or to be dropped in Tender Box kept in the office of Dy. Director (Admn) of NPTI (CO), Sector-33, Faridabad within due date and time. |
| <b>Cost of Bid Document</b>                                     | Rs. 500/- (non refundable)   |
| <b>Tenders addressed to</b>                                     | A.P. (Purchase), NPTI, Sector – 33, Faridabad.   |

**Note:**

- 1( a) The bid documents can be obtained from A.P. (Purchase), NPTI (Corporate Office), Faridabad from 07.10.2014 to 30.10.2014 on working days on payment of Rs. 500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque or by Cash deposited to Accounts Section.
- 1( b) The bid documents can be downloaded from NPTI's website [www.npti.in](http://www.npti.in) / [www.tenders.gov.in](http://www.tenders.gov.in) and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to Rs. 500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope superscribed as "Pre-Qualification Bid".

- 1( c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

**(S.N. Pandey)**  
**A.P. (Purchase)**  
National Power Training Institute (CO)  
Sector- 33, Faridabad  
Haryana-121003

**SECTION-3**  
**INSTRUCTION TO BIDDERS**



## **INSTRUCTION TO BIDDERS**

- 1.0** National Power Training Institute (NPTI) is an autonomous institute under Ministry of Power, Govt. of India, and is National Apex Body for Human Resource Development in Power Sector for the past four decades. NPTI invites 'Sealed Bids' for Contract for General Cleaning and Upkeep of Residential cum Institutional Complex at NPTI (CO), Faridabad. The contract period will initially be for a period of three years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year.
- 2.0** The bids are to be submitted in two parts - one sealed envelope superscribed as '**Pre-qualification bid**' giving details in the format given as per **Section – 6** and the second sealed envelope superscribed as '**Financial Bid**' in the format given at **Section - 7**. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**Bid for Contract for General Cleaning and Upkeep of Residential cum Institutional Complex at NPTI (CO), Faridabad**' and **not to be opened before 15.00 Hrs on 30.10.2014**. The bid shall be signed by a person duly authorized on behalf of the Contract Agencies and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed proposal shall be received by NPTI up to the due date given and any proposal received after the prescribed deadline shall not be considered. The Pre-qualification proposal will be opened on the same date in the presence of the representatives of the firms present. **Date of opening of financial proposal of such firms who meets the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** **Rs. 17000/- (Rupees Seventeen Thousand Only)** as earnest money should accompany in the form of bank draft / banker's cheque in favour of NPTI payable on any scheduled bank payable at Faridabad along with Pre-qualification bid.
- 5.0** Bids not accompanied with the requisite amount of EMD shall not be considered and price bid of such bidders shall not be opened.
- 6.0** No interest shall be payable by NPTI on EMD.

- 6.1** The EMD shall be forfeited:
- 6.2** If the bidder withdraws his bid during the period of bid validity.
- 6.3** In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
- 7.0** EMDs of all the bidders shall be returned after finalization of contract. NPTI reserves the right, without prejudice to any other remedies, to reject the bid forthwith if the bidder has engaged in corrupt or fraudulent practices or is found to have misrepresented the facts or has provided false information/documentation.
- 8.0** NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
- 9.0** Bids shall be valid for acceptance for a period of 180 days from the date of opening.
- 10.0** NPTI is not responsible for any postal delay in receipt of the application. Receipt of tender documents etc. It is the responsibility of tenderer to make sure that the tender is received in time.
- 11.0** The contractor has to inform contact Telephone No., Fax No., E-mail etc. and the person to be contacted in case of contingency.
- 12.0 CONCIILIATION/ ARBITRATION**
- 12.1** If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.
- 12.2** In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled as per Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 12.3** The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- 12.4** The arbitrator will give the speaking and the reasoned Award.

### **13.0 FORCE MAJEURE**

The terms and conditions mentioned in this inquiry letter shall be subject to Force Majeure which mean and shall include the following –

- i) Any war or hostilities
- ii) Any riot or civil commotion
- iii) Any earthquake, flood, tempest, lightning or other natural physical disaster impossibility of the use of any Railway, Post, Airport, Shipping services or other means of transport.
- iv) Any strike or lockout (only those exceeding 10 continuous days in duration) affecting the performance of contractor's / NPTI obligation.

### **14.0 TERMS OF PAYMENT**

Project Division will release payment on monthly basis within a fortnight after receipt of bill and certification that the services provided during the month are satisfactory.

### **15.0 CONTRACT PERFORMANCE GUARANTEE**

In the event of selection, the successful Bidder will be required to submit the Contract Performance Guarantee in the form of a Bank Guarantee (BG) equivalent to 5% of the total contract value of one year, within fifteen days of receipt of the Letter of Award from NPTI. The format for submission of BG is attached at **Appendix-1B**.

### **16.0 AWARD OF CONTRACT**

The bids will be first evaluated on the parameters indicated in QR as per details given at **Section-6**. Financial bids of such bidders who meet the qualifying requirements shall be opened. The Letter of Award shall be issued to technically and commercially responsive lowest evaluated bidder.

Agencies supplying manpower only for executing similar nature works are not eligible for this contract.

## 17.0 QUALIFYING REQUIREMENTS FOR BIDDERS

| Sr. No | Description  | Documents to be attached                                    |
|--------|--|---|
| 1.     | The Agency should have Income Tax PAN No.  | Attach copy of PAN card                                     |
| 2.     | The firm/agency should be registered with Service Tax Department   | Attach copy of Registration certificate                     |
| 3.     | The firm/agency must have Provident Fund Account No. in their name   | Attach copy of Registration certificate                     |
| 4.     | The firm/agency must have ESI No. in their name.   | Attach copy of Registration certificate                     |
| 5.     | <p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p> | Attach copy of Work Order and Bill / Completion Certificate |
| 6.     | <p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p>  | (Attach Copy of Audited Balance Sheet)                      |

### ADDRESS FOR SUBMISSION OF BID;

**S.N. Pandey**

**A.P. (Purchase)**

NATIONAL POWER TRAINING INSTITUTE

NPTI Complex, Sector –33, Faridabad – 121 003

INDIA Telefax: 0129-2275448

**SECTION-4**  
**CONDITIONS OF CONTRACT**

## CONDITIONS OF CONTRACT

### **1.0 EVALUATION OF BIDS**

**1.1** National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid documents without material deviations.

**1.2** NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

### **2.0 TERMINATION OF CONTRACT**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and NPTI also has the right to award the contract to any other agency.

### **3.0 LIQUIDATED DAMAGES**

NPTI reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NPTI from performance guarantee or security deposit or pending bill or by raising a separate claim.

### **4.0 DEDUCTIONS FOR EXCEPTIONS**

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by NPTI in writing:

- |      |  |   |                     |
|------|--|---|---------------------|
| i)   | Not properly carrying out the jobs as defined for 'daily'      | - | 1% (each exception) |
| ii)  | Not properly carrying out the job as defined for 'weekly'      | - | 2% (each exception) |
| iii) | Not properly carrying out the job as defined for 'fortnightly' | - | 2% (each exception) |

- iv) Not properly carrying out the job as defined for 'monthly' - 3% (each exception)

## **5.0 RATES AND PRICES**

- 5.1** Bidders should quote the rates in the format given at Section-7. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 5.2** The rates have to be quoted both in figure and in words, in case if there is any ambiguity the rate in words will be considered.
- 5.3** No additional freight or any other charges, etc. would be payable.
- 5.4** In case of variation in quoted rate per unit & total cost of any item, the figure indicated in rate/unit column will be considered.
- 5.5** Service tax as applicable will be paid extra as per on actual basis.
- 5.6** Taxes, duties and levies, as applicable twenty eight days prior to deadline for submission of bids, shall be mentioned in price bid i.e. schedule of quantities & prices (Section -7)
- 5.7** Statutory variation, in Taxes and Duties or levy of any new Tax after 28 days prior to deadline for submission of bid will be adjusted/reimbursed against production of documentary evidence.
- 5.8** All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 5.9** The contract period will initially be for a period of three years extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one year. Rates of 4<sup>th</sup> year will be same as rate of 3<sup>rd</sup> year.

## **6.0 APPLICABLE LAW AND JURISDICTION**

- 6.1** All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject

to the exclusive jurisdiction of Indian Courts at Faridabad (Haryana).

- 6.2** No alternative offer shall be considered.
- 6.3** NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI's action.
- 6.4** NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.
- 6.5** The labourers employed for specified work shall have to be paid not less than minimum wages prescribed time to time by Haryana Government/Local Administration. All labourers employed on works should be insured under the Workman's Compensation Act. No labourer below the age of 18 years will be employed by the contractor.
- 6.6** The rates of minimum wages for different categories of works shall be as notified by the Central Government as applicable twenty eight (28) days prior to dead line for submission of bids. If there is any revision of minimum wages by the Government during the currency of the contract, the contractor is entitled for reimbursement towards the incremental changes in minimum wages proportionate to the manpower deployment or 85% of quoted rate/approved rate, whichever is less, indicated as item in Sl. No. 1 of financial bid. The said changes will be come in force from the effective date of revision against specific request from the contractor with documentary evidence. Incremental changes in employer contribution towards EPF, Service Tax or any other statutory tax, proportionate to the applicable changes indicate above shall also be reimbursed. No other changes/claim except above shall be payable.
- 6.7** Before submission of bills by the contractor to NPTI for payment against the jobs carried out by him a certificate will have to be submitted by the contractor of having paid in full to the workers employed by him.
- 6.8** The contractor shall have to obtain ESI & EPF number from Central Provident Fund Commissioner & related Office for the labour engaged by him as required under the law and they have to fulfil all the required relevant laws for the engagement of labour.
- 6.9** The contractor has to maintain all the relevant register/records as per the



laws related with labour engagement etc. An affidavit on a non-judicial stamp paper of appropriate value of the effect that the contractor will be entirely responsible for full filling all the statutory obligations under different statutes like Workmen Compensation Act., Contract Labour (Regulation & Abolition) Act, ESI Act, PF Act, Bonus Act, Gratuity Act for the workers employed by him on the job, will be submitted by the contractor before execution of the contract agreement. The workers employed by the contractor will not be treated as the employees of the NPTI for any purpose whatsoever. National Power Training Institute shall provide necessary accommodation for the Housekeeping services alongwith store space which shall be subject to availability etc from time to time and at its sole discretion. The contractor shall have to pay the licence fee for the accommodation so provided @ 1200/- per month for the space. However, electricity and water will be provided free of cost. No electricity is to be used for kitchen/cooking purpose.

- 6.10** The contract or must ensure that his employees wear clean clothes as per prescribed uniform and maintain all type of cleanliness while attending the specified work. The staff must wear name badges.
- 6.11** It shall be the responsibility of the contractor to comply with the provision of the various Labour Laws. The contractor shall faithfully discharge all the liabilities under the labour laws. The contractor shall indemnify the NPTI against the claims arising out of non-fulfilment of obligations by him under the various labour laws.
- 6.12** The NPTI authorities shall have the right at all reasonable times to visit and inspect the property and if upon inspection it appears that any damage will fully caused by the contractor is required to be got repaired, the NPTI may direct the contractor to execute the same and upon his failing to do so within reasonable time the NPTI may execute it at the risk, cost and expense of the contractor.
- 6.13** Payment will be made as per the actual work done basis.
- 6.14** All services mentioned in schedule of work shall be verified by the Officer / Incharge, NPTI.
- 6.15** Bidders should quote the rate item wise in all respective items over financial bid, lump sum rate group wise will not acceptable. Any deviation in this matter will be treated as conditional offer and the same will be rejected.

## **7.0 SECURITY RULES:**

- 7.1** The contractor and their employees will have to follow the security rules as may be imposed from time to time and if the contractor and or their employees are found to be reluctant to follow the rules/instructions, the NPTI will have the right to prohibit entry of such employees into the NPTI Complex and the contract is liable to be cancelled forthwith if the Contractor himself is involved in breach of any clause of the agreement particularly of security/Safety.
- 7.2** The contractor has to take all precautionary/safety measures towards fire, hazards, etc., any loss on account of this will be made good from him. In case of default it will be recovered from security deposit amount and or contract is subject to termination.

**SECTION-5  
SCOPE OF WORK**

## JOB SPECIFICATIONS AND SCOPE OF WORK

### A. Area Coverage for Housekeeping services

| Sl. No. | Location   | Floor Area (Sqm) | Activity  | Frequency                       |
|---------|--|------------------|---|---------------------------------|
| 1       | NPTI Corporate Office, Sec-33, Faridabad<br><br>(Basement + Ground + 2 ) | 5538             | Floor maintenance - manual                                    | Daily once / as & when required |
|         |  |                  | Dusting of office furniture - manual                          | Once daily                      |
|         |  |                  | Curtain / vertical blinds washing / cleaning - manual         | Once a month                    |
|         |  |                  | Scrubbing of floor - mechanical<br>Cleaning of roofs - manual | Once weekly                     |
|         |  |                  | Cleaning of common area and stair cases / railings - manual   | Once daily                      |
|         |  |                  | Cleaning of all toilets by high pressure water jet            | Daily                           |
|         |  |                  | Dusting of fans, and tube lights - manual                     | Once a month                    |
|         |  |                  | Removal of cobwebs – manual                                   | Fortnightly                     |
|         |  |                  | Garbage removal   | Daily once                      |
| 2.      | Conference Hall/<br>Auditorium / Recreation center<br><br>(Ground + 1 )  | 2624             | Carpet cleaning - mechanical                                  | Fortnightly                     |
|         |  |                  | Floor maintenance   | Daily once                      |
|         |  |                  | Upholstery cleaning – mechanical                              | Weekly                          |
|         |  |                  | Toilet cleaning by high pressure water jet                    | Once daily                      |
|         |  |                  | Scrubbing of floor - mechanical<br>Cleaning of roofs - manual | Weekly once                     |
|         |  |                  | Cleaning of common area and stair cases / railing - manual    | Once daily                      |
|         |  |                  | Garbage Removal   | Once daily                      |

|   |  |  |   |            |
|---|--|--|---|------------|
| 3 | Residential Quarters<br>Type –v<br>(2 nos.)<br>Type –iv<br>(14 nos.)<br>Type – III<br>(19 nos.)<br>Type – II<br>(24 nos.)<br><b>Total = 59 qtrs.</b> |  | Garbage collection  | Once daily |
|   |  |  | Cleaning of common area and staircases / railing - manual | Once daily |
|   |  |  | Cleaning of roofs - manual                                | Weekly     |
| 4 | Street sweeping / cleaning of parking lots of whole campus of NPTI (CO), Fbd.  |  | Street sweeping - manual                                  | Once daily |
| 5 | Open drains cleaning / dechoking of toilet pipes etc. of whole campus of NPTI(CO), Fbd.  |  | Open drain manual cleaning – manual / mechanical          | Weekly     |

## B. BROAD DETAILS OF SCOPE OF WORK

1. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work of all buildings before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.30 AM to 6.00PM) for Institute Building.
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, typewriters, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the whole campus.
6. Clearing of any choking's in the drainages, manholes etc. of whole campus.

7. Removal of beehives and cobwebs/honey webs from the buildings and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the caretaker, officer-in-charge at regular intervals and finally at the end of each month.
10. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by NPTI.

**C. JOBS TO BE CARRIED OUT DAILY**

1. Cleaning of general toilets at least thrice daily (at 8.30 AM , 12.00 Noon & 3..30 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 are 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.
2. 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.
3. Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
4. Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, ashtray, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
5. Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
6. Cleaning of carpets by soft brush.
7. To clean glass panes on doors, windows & partitions with soap/cleaning agent.
8. Cleaning of chokage in sewer and pumping lines within premises as and when required.

9. Cleaning gulley trap and manholes within NPTI Complex, Sector-33, Faridabad –121 003 and surrounding of residential flats at Hostels, Guest House etc. complete as and when required as and when required.
10. Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the campus.
11. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
12. Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
13. Cleaning of carpets in rooms by vacuum cleaners.
14. Cleaning of lift walls with silver/brass liquid cleaner.
15. Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.

**D. JOBS TO BE CARRIED OUT WEEKLY**

1. Acid/detergent cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
2. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
3. Cleaning of brass letters by brasso (polish).

**E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS**

1. Polishing of brass items with approved brass cleaning material.
2. Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
3. Dusting of false ceiling etc. with soft broom and cloth.
4. Cleaning of sofa sets with soap water/ vacuum cleaners.

5. Washing and cleaning of driveways, parking areas and roads within the office premises.
6. Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

**F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

1. All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

**G. PROVIDING WORKFORCE;**

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Work force to be deployed in following time schedule

- a) House Keepers - from 7.00 hrs to 16.00 hrs - full work force  
from 12.00 hrs to 20.00 hrs - at least one house keeper
- b) Supervisor - from 7.00 hrs to 18.00 hrs - at least one supervisor

The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to NPTI.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

**H. SUPPLY OF MATERIAL AND CONSUMABLES:**

All materials/consumables other related items are to be provided by the Agency have to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at NPTI on fortnightly basis. The stores are to be replenished at least 5 days in advance.



**I. WASTE DISPOSAL MANAGEMENT:**

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

**SECTION-6**  
**PRE-QUALIFICATION BID**  
**(CONTENTS OF ENVELOPE - 1)**

## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Pre-qualification Bid for Contract for General cleaning and upkeep of Residential cum institutional complex at NPTI Complex, Sector-33, Faridabad – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-26/GENCLN/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## GENERAL PARTICULARS/ DETAILS OF THE FIRM

| Sr. No. | Particulars  | Details to be filled up by the Bidder |
|---------|--|---------------------------------------|
| 1.      | Name of Agency   |                                       |
| 2.      | Type - Individual/Partnership/ Public limited / Pvt. Ltd<br>(Please enclose copy of Memorandum/Articles of Association/ Registration with Govt. Department): |                                       |
| 3.      | Name of contact person of the Agency   |                                       |
| 4.      | Designation of the contact person of the Agency  |                                       |
| 5.      | Contact details of contact person of the Agency  |                                       |
|         | (i). Mobile Number   |                                       |
|         | (ii). Landline Number  |                                       |
|         | (iii). Fax Number  |                                       |
|         | (iv). Email Address  |                                       |
| 6.      | Details of EMD / BG  |                                       |
|         | i) DD / BG No.   |                                       |
|         | ii) Amount in Rs.  |                                       |
|         | iii) Name of the issuing Bank  |                                       |
| 7.      | Details of Cost of Bid Document  |                                       |
|         | i) DD / Cash receipt No.   |                                       |
|         | ii) Amount in Rs.  |                                       |
|         | iii) Name of the issuing Bank (in case of DD)  |                                       |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

## QUALIFYING REQUIREMENTS

| S. No. | Particulars  | Enclose the necessary documents as proof, also specify item no./ pg. no. of technical bid where attached |
|--------|--|--|
| 1.     | The Agency should have Income Tax PAN No.  | PAN No _____<br><br>(Copy of certificate attached Yes/No)  |
| 2.     | The firm/agency should be registered with Service Tax Department   | S.T Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 3.     | The firm/agency must have Provident Fund Account No. in their name   | P.F Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 4.     | The firm/agency must have ESI No. in their name.   | ESI Reg. No _____<br><br>(Copy of certificate attached Yes/No)   |
| 5.     | <p>The bidder must have successfully completed similar works/services during last three years ending 30<sup>th</sup> September 2014 with either of the following:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the Annual estimated cost.</p> <p style="text-align: center;">or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the Annual estimated cost.</p> | Attach copy of Work Order and Bill / Completion Certificate  |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

|    |   |   |
|----|---|---|
| 6. | <p>The Average Annual Financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2014 should be at least 30% of the estimated cost.</p> <p>(Please enclosed copies of audited balance sheet)</p> | <p>(Attach Copy of Audited Balance Sheet)</p> |
|----|---|---|

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

**Experience of similar nature work in the field during last three Financial years**

| Sr. No. | Name of work | Name of the client | Cost (in Rs.) Lakh | Date of commencement | Date of completion | Remarks |
|---------|--------------|--------------------|--------------------|----------------------|--------------------|---------|
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |
|         |              |                    |                    |                      |                    |         |

Signature with stamp \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**Note:** - Bidders not submitting the above information / documents at first instance run the risk of rejection.

**SECTION-7**

**FINANCIAL BID  
(Contents of Envelope -2)**



## BID SUBMISSION FORM

Ref. No  
From: [Name, address and telephone nos. of the bidder]

Dated:

To,  
A.P. (Purchase)  
NPTI, Corporate Office  
Sector – 33, Faridabad  
Haryana.

**Subject: Submission of Financial Bid for Contract for General cleaning and upkeep of Residential cum institutional complex at NPTI Complex, Sector-33, Faridabad – reg.**

Dear Sir,

We, the undersigned, offer to provide the services in accordance with terms & conditions of Tender enquiry No. NPTI/CO/Purch/TE-26/GENCLN/2014. We are hereby submitting our bid.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us are valid till six months from the date of submission of the quotation. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the bid and to bear any further pre-contract costs.

We understand NPTI is not bound to accept the lowest or any bid or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the Printer] to submit the bid on its behalf.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

## FINANCIAL BID

| Sl. No. | Details of Scope of Work  | Rate per month for 1 <sup>st</sup> year (A) | Rate per month for 2 <sup>nd</sup> year (B) | Rate per month for 3 <sup>rd</sup> year (C) |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
|---------|---|---|---|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|-------|----|--|--|--|--|--|--|---|----------|----|--|--|--|--|--|--|--|-------|--|-----|--|------|--|--|--|--|--|--|
| 1.      | Providing & executing housekeeping work by engaging sufficient manpower including all materials, consumables etc confirming to the job specification & scope of work noted in Section -3, Subsection A to I to ensure workmanship and quality of the degree specified.  |   |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 2.      | Cost of Tools, Equipments And Gadgets proposed to be deployed as per details in <b>Appendix – 1A</b>  |   |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 3.      | <p style="text-align: center;"><i>Washing charges for each linen one time</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl. No</th> <th style="text-align: center;">Item</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Rate for 1<sup>st</sup> year</th> <th style="text-align: center;">Cost for 1<sup>st</sup> year</th> <th style="text-align: center;">Rate for 2<sup>nd</sup> year</th> <th style="text-align: center;">Cost for 2<sup>nd</sup> year</th> <th style="text-align: center;">Rate for 3<sup>rd</sup> year</th> <th style="text-align: center;">Cost for 3<sup>rd</sup> year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Towel</td> <td style="text-align: center;">15</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Curtains</td> <td style="text-align: center;">60</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td></td> <td style="text-align: center;">---</td> <td></td> <td style="text-align: center;">----</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Sl. No                                      | Item  | Qty   | Rate for 1 <sup>st</sup> year | Cost for 1 <sup>st</sup> year | Rate for 2 <sup>nd</sup> year | Cost for 2 <sup>nd</sup> year | Rate for 3 <sup>rd</sup> year | Cost for 3 <sup>rd</sup> year | 1 | Towel | 15 |  |  |  |  |  |  | 2 | Curtains | 60 |  |  |  |  |  |  |  | Total |  | --- |  | ---- |  |  |  |  |  |  |
| Sl. No  | Item  | Qty   | Rate for 1 <sup>st</sup> year               | Cost for 1 <sup>st</sup> year               | Rate for 2 <sup>nd</sup> year | Cost for 2 <sup>nd</sup> year | Rate for 3 <sup>rd</sup> year | Cost for 3 <sup>rd</sup> year |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 1       | Towel   | 15  |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 2       | Curtains  | 60  |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
|         | Total   |   | ---   |   | ----                          |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 4.      | Taxes ( please specify)   |   |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 5.      | <b><i>Cost for rendering services in 1<sup>st</sup> year 2<sup>nd</sup> year &amp; 3<sup>rd</sup> year</i></b>  |   |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |
| 6.      | Average cost for rendering service in each month $\frac{A + B+C}{3}$  |   |   |   |                               |                               |                               |                               |                               |                               |   |       |    |  |  |  |  |  |  |   |          |    |  |  |  |  |  |  |  |       |  |     |  |      |  |  |  |  |  |  |

Towels & curtains etc. are to be got washed and ironed by the contractor at his own risk and cost for the same cost will be borne by NPTI as per quoted/approved rate on actual basis

The terms and conditions contained in the Tender Document are acceptable to us.

**Note: - Rates of following years should not be less than previous year's rate. Any bidder not meeting this requirement shall not be considered.**

**Signatures of authorized person**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**Appendix-1A**

**LIST OF TOOLS, EQUIPMENTS AND GADGETS PROPOSED TO BE DEPLOYED FOR HOUSEKEEPING WORK AS DETAILED IN SECTION – 3.**

| <b>Sl. No.</b> | <b>Item</b>                                      | <b>Req uired Qty.</b> | <b>Rate per month for 1<sup>st</sup> year (A)</b> | <b>Cost per month for 1<sup>st</sup> year (A-I)</b> | <b>Rate per month for 2<sup>nd</sup> year (B)</b> | <b>Cost per month for 2<sup>nd</sup> year (B-I)</b> | <b>Rate per month for 3<sup>rd</sup> year (C)</b> | <b>Cost per month for 3<sup>rd</sup> year (C-I)</b> |
|----------------|--|-----------------------|---|---|---|---|---|---|
| 1              | Single Disc                                      | 1                     |   |   |   |   |   |   |
| 2              | Vacuum Cleaner 30 ltr. W/D                       | 1                     |   |   |   |   |   |   |
| 3              | Scrubber Drier                                   | 1                     |   |   |   |   |   |   |
| 4              | High Pressure Jet                                | 1                     |   |   |   |   |   |   |
| 5              | Glass Cleaning Kit                               | 1                     |   |   |   |   |   |   |
| 6              | Mopping Trolley                                  | 2                     |   |   |   |   |   |   |
| 7              | Garbage Tricycle                                 | 1                     |   |   |   |   |   |   |
| 8              | Any extra item suggested /assessed by the bidder |                       |   |   |   |   |   |   |
|                | <b>Total</b>                                     |                       |   |   |   |   |   |   |

**The terms and conditions contained in the Tender document are acceptable to us.**

**Signatures of authorized person**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**

**PROFORMA FORMAT FOR CONTRACT PERFORMANCE GUARANTEE**

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

Bank Guarantee No. \_\_\_\_\_

To,

National Power Training Institute  
NPTI Complex, Sector-33  
Faridabad – 121003, Haryana, India  
Tel: 0129-2255213, 2275475, Telefax: 0129-2277412

Dear Sirs,

1. In consideration of National Power Training Institute with its Registered Office at NPTI Complex, Sector 33, Faridabad – 121003, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract  
No.

\_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called the Contract" which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered /head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning hereof include all its successors, administrators, executors and assignees) and NPTI having agreed that the Contractor shall furnish to NPTI a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank" , which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./ (in words) \_\_\_\_\_ without any demur, reservation, contest or protest and/or protest and/or without any reference to the Contractor. Any such demand made by NPTI on the bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal and shall continue to be enforceable until it is discharged by NPTI in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.
3. The Bank also agrees that NPTI at its option shall be entitled to enforce this Guarantee against the bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that NPTI may have in relation to the Contractor's liabilities.
4. The Bank further agrees that NPTI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time for performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in NPTI against the said Contractor(s) and to forbear or enforce any of the terms and condition relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of NPTI or any indulgence by NPTI to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of NPTI under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till NPTI discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of NPTI or that of the Contractor.
7. The bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and constructed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. (in figures ) \_\_\_\_\_ (Indian Rupees/ in Words) \_\_\_\_\_ and our guarantee shall remain in force until \_\_\_\_\_ (indicate the date of expiry or bank guarantee, any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of NPTI under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of NPTI under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2014 at \_\_\_\_\_

WITNESS NO 1

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

\_\_\_\_\_  
 (Signature)  
 Full name, designation  
 Address (in legible letters) with

WITNESS NO. 2

\_\_\_\_\_  
 (Signature)  
 Full name and official  
 Address (in legible letters)

Attorney as per Power of  
 Attorney No \_\_\_\_\_  
 Dated \_\_\_\_\_