

NATIONAL POWER TRAINING INSTITUTE
(Under Ministry of Power, Govt. of India)
NORTHERN REGION, BADARPUR, DELHI- 110044

E-Tender Document

Annual Maintenance Contract

FOR

General Cleaning & Upkeep of NPTI (NR) Complex, Badarpur

E-TENDER NO.: NPTI/NR/GCL./2018-19/01 DATED: 08.06.2018

Cost of E-Tender Document : Rs 500/- + Rs 90/- (G.S.T.)= Rs 590/- (Non-Refundable)

Sl. No. :

Issued to :

INDEX

Name of work: - Annual Maintenance Contract for General Cleaning & Upkeep of NPTI (NR) Complex, Badarpur established over 4 acre of land including Hostel room and common area.

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Certified that this NIT contains Page 1 to 37

Director/HOI
NPTI (NR), Badarpur



NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Government of India)
Badarpur, New Delhi – 110044
Ph. : 011-26940722, 26952083, 26944198
Website : www.nptidelhi.net

E-Tender Advt. No. NPTI/NR/GCL./2018-19/01

E-Tender Notice for General Cleaning & Upkeep of NPTI (NR) Complex

NPTI (NR) invites Tender (only through e-tendering mode) for Annual Maintenance Contract of General Cleaning & Upkeep of Institute and Hostel Complex. The tender document can be downloaded from our websites: www.nptidelhi.net, www.npti.gov.in or <https://eprocure.gov.in/eprocure/app>. The last date for submission of tender is 10.08.2018 upto 13:00 Hrs.

50 YEARS OF SERVICE TO THE POWER SECTOR

**SECTION-1
NOTICE INVITING TENDER
(E-Tendering Mode Only)**

NATIONAL POWER TRAINING INSTITUTE
(Under ministry of Power, Govt. of India)
NORTHERN REGION, BADARPUR, DELHI-110 044
SECTION – I (Bid Reference)
DOMESTIC COMPETITIVE BIDDING
(Through online open Tenders)

TENDER NO. NPTI/NR/GCL./2018-19/01

DATED:

Critical Date Sheet

Name of Work	Annual Maintenance Contract for General cleaning of building & roads of NPTI(NR) complex, Badarpur
Estimated value of contract	Rs. 44,00,000/- for two years
Earnest Money Deposit	Rs. 88,000/-
Uploading/Publishing date of bid on website	18.07.2018 (Wednesday)
Document Download Start date & Time	24.07.2018 (Tuesday) at 10:00 hrs
Bid Submission Start date & Time	24.07.2018 (Tuesday) at 10:00 hrs
Last Date of submission of Bid	10.08.2018 (Friday) up to 13:00 hrs
Time and Date of Opening of Technical Bid	10.08.2018 (Friday) at 15:00 hrs.
Place of Opening of Technical Bid	Syndicate Room, NPTI, Badarpur
Time and Date of Opening of Financial Bid	As intimated later only Technically Qualified Bidders
The tender documents can be downloaded from	https://eprocure.gov.in/eprocure/app www.nptidelhi.net , www.npti.gov.in
Tender documents can be submitted at online	https://eprocure.gov.in/eprocure/app
Submission of Tender Document Fees & EMD (in the form of Hard Copy)	10.08.2018 (Friday) up to 13:00 hrs
Tenders addressed to	Director/HOI, NPTI (NR), Badarpur, New Delhi

SECTION – II
INVITATION FOR BID

TENDER NO. NPTI/NR/GCL/2018-19/01

DATED: -----

National Power Training Institute (Northern Region), Badarpur, invites online bids through open Tenders under the two-bid system <https://eprocure.gov.in/eprocure/app> from the eligible contractors for AMC of General cleaning of buildings & roads of NPTI (NR) complex, Badarpur, as specified in the bid document, for a period of two (02) years. **The Competent Authority of NPTI (NR) and Contractor, by mutual consent may extend the contract for a further period of one year on the basis of satisfactory performance on the same terms and conditions of second year. The rates quoted for second year should not be less than first year.**

The scope of services to be provided 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 of NPTI buildings, and roads pertains to NPTI areas as under:

Sl. No.	Name of building	Built up/covered area in sqm	Toilets
1	Institute	2887.00	05 nos.
2	Workshop	2073.00	03 nos.
3	Trainees Hostel	2500.00	64 nos.
4	Executive Hostel	690.00	10 nos.
5	Academic Block for B.Tech (Power)	780.00	06 nos.

The bid document can be downloaded from –<https://eprocure.gov.in/eprocure/app>, www.nptidelhi.net, www.npti.gov.in w.e.f. 24.07.2018 to 10.08.2018 - upto 13.00 Hrs. with Cost of Tender Document amounting to Rs. 590/- (Non-Refundable), The estimated cost is Rs. **44,00,000/- for two years**. The Earnest Money Deposit (EMD) of Rs. **88,000/-** (Rupees Eighty Eight Thousand Only) and a non-refundable Cost of Tender Document of Rs. 590/- (Rupees Five hundred only) in the form of Account Payee Demand Draft/Bankers Cheque may be paid in favour 'NPTI, Badarpur' payable at New Delhi between 24.07.2018 to 10.08.2018 - upto 13.00 Hrs. Bids received for which EMD and Cost of Tender Document is not submitted by **13.00 Hrs on 10.08.2018** will be summarily rejected. The technical bid should be submitted online in Performa given in Section-VI and the financial bid should be submitted online in Performa as given in Section-VII.

Director/HOI
National Power Training Institute (NR),
Badarpur, New Delhi

SECTION – III

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the

bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given

as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

INSTRUCTIONS TO BIDDERS

1. This Invitation for Bids is open to the contractors registered either with Central/State Govt. departments / Undertakings for housekeeping /cleaning services and having prescribed experience in similar nature of works. The contractor should have **3 (Three) years** experience in general cleaning works, having average annual financial turnover for a value not less than Rs 13,20,000/- (Rs. Thirteen Lakhs, Twenty Thousand) during last 03 years ending 31st March.
2. National Power Training Institute, Badarpur, hereinafter will be referred to as the “NPTI” and the successful bidder shall be referred to as the “Contractor”
3. The Bidder is expected to examine all instructions, forms, 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 its Organization and other details in the format given as per Annexure – 1 & 2 of the Bid Document.
5. The Tender form/bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app>, online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory.
6. Manual/Offline bids shall not be accepted under any circumstances.
7. At any time prior to the deadline for submission of bids, the NPTI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by a written amendment. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this website only.
8. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. NPTI reserves the right to accept or reject any or all the tenders.
9. The estimated cost is Rs. **44,00,000/-**. The Earnest Money Deposit (EMD) of Rs. 88,000/-/- (Rupees Eighty Eight thousand Only) and a non-refundable Cost of Tender Document of Rs. 590/- (Rupees Five hundred and ninety only) in the form of Account Payee Demand Draft/Bankers Cheque in favour “NPTI, Badarpur”, payable at New Delhi between 24.07.2018 to 10.08.2018 **upto 13.00 Hrs**. Bids received for which EMD and tender fee is not submitted by **13.00 Hrs on 10.08.2018** will be summarily rejected. The technical bid should be submitted online in Proforma given in Section-VI and the financial bid should be submitted online in Proforma as given in Section-VII.
10. Bidder need not come at the time of Technical as well as financial bid opening at NPTI, Badarpur. They can view live bid opening tender after logging in on CPPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at NPTI, Badarpur they have to come with bid acknowledgement slip that is generated after successful submission of online bid.

11. Aspiring Bidders who have not enrolled/registered in e-procurement should enroll/ register before participating in the tender through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.
12. Tenders shall be accepted under Two Bid System. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in two bid systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Tenders are to be submitted only online through the e-procurement portal <https://eprocure.gov.in/eprocure/app>. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the Tender Documents. Tender sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
13. The bidder may visit the proposed site and inspect the relevant documents before filling in and submitting the tender to get fully acquainted with the scope of work.
14. The estimated value of work given in the tender document is only indicative and it may vary either side.
15. No interest shall be payable by NPTI on EMD.
16. 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.
17. NPTI reserves the right to accept/reject any or all the offers/bids without assigning any reason thereof.
18. Bids shall be valid for acceptance for a period of 90 days from the date of opening.
19. **CONCILIATION/ ARBITRATION:**
 - a) 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/HOI, NPTI, Badarpur.
 - b) 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 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.
 - c) 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.
 - d) The arbitrator will give the speaking and reasoned Award.

20. **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, lighting 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.

21. TERMS OF PAYMENT

The payment will be made monthly to the contractor. The payment will be made within 15 days of the succeeding month. The contractor has to submit his bill immediately on completion of every month.

Income Tax will be recovered from each running bill of the contractor as per the Government Rules existing at the time of payment.

Work Tax or any other taxes applicable as per rules of State/Central Govt. will be recovered from each running bill of the contractor as per the Government Rules existing at the time of payment.

22. 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 10% of the total contract value, within fifteen days of receipt of the Letter of Award from NPTI. The format for submission of BG is attached at **Appendix-1B**.

23. AWARD OF CONTRACT

The Letter of Award shall be placed on qualified and technically and commercially responsive lowest evaluated bidder.

24. QUALIFYING REQUIREMENTS FOR BIDDERS

S. No.	Description	Documents to be attached
1.	The bidder should have been in operation for a period of at least 3 years	Attach scanned copy of Incorporation Certificate /Copy of the Partnership deed/Instrument of Partnership.
2.	The bidder should have at least three years of experience in providing similar works/services in reputed Organizations/PSUs/Govt. Deptts.(if any) with:- a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.	Attach scanned Copies of Completion Certificates

	<p style="text-align: center;">or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the 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 estimated cost.</p>	
3.	Copy of registration particulars with Central/State Govt. departments / Undertakings/ Govt. Autonomous bodies for housekeeping /cleaning services (if any)	Attach scanned copy
4.	Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial years (2016-17 & 2017-18) or Income tax return particulars for the previous two financial years (2016-17 & 2017-18)	Attach scanned copy
5.	The Agency should have Income Tax PAN No.	Attach scanned copy of PAN Card
6.	Copy of Valid EPF registration particulars.	Attach scanned copy
7.	Copy of ESI Registration.	Attach scanned copy
8.	The Agency should have GST Registration No.	Attach scanned copy of Registration certificate
9.	Tender Document Fee and EMD	Attach scanned copy
10.	Section VI, Annexure –1,2 and Undertaking	Attach scanned copy

The following document should be uploaded online under two bid system **Technical Bid:-**

Financial Bid:-

- 1) Price Bid in BOQ_XXXX.xls format only accepted by online.

SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

General:

These Special Instructions (for e-Tendering) supplement 'General Instructions to Bidders' (GIB), as given in Section-3 of the Tender Documents. Submission of Bids only through online process is mandatory for this Tender.

E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, NPTI has decided to use the (<https://www.eprocure.gov.in/eprocure/app>) through NIC's (National Informatics Centre) Central Public Procurement Portal, Ministry of Communications, Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

Instructions:

1. Broad outline of activities from Bidders Perspective:

- a. Procure a Digital Signing Certificate (DSC)
- b. Register on NIC's (National Informatics Centre) Central Public Procurement Portal (CPPP)
- c. View Notice Inviting Tender (NIT) on CPPP
- d. Download Official Copy of Tender Documents from CPPP
- e. Clarification to Tender Documents on CPPP Query to NPTI (Optional)
- f. View response to queries posted by NPTI, as addenda.
- g. Bid-Submission on CPPP: Prepare & arrange all document/paper for submission of bid online and offline.
- h. Attend Public Online Tender Opening Event (POTOE) on CPPP Opening of Techno-commercial Part.
- i. View Post-TOE Clarification posted by NPTI on CPPP (Optional) Respond to NPTI Post-TOE queries.
- j. Attend Public Online Tender Opening Event (TOE) on ETS Opening of Financial-Part (Only for Technical Responsive Bidders)
- k. Participate in e-Reverse Auction on CPPP (Not applicable in this Tender).
- l. Submission of offline documents (Tender Fee and EMD only) in sealed envelope at NPTI (NR), Badarpur, New Delhi.
- m. Utmost care may be taken to name the files/documents to be uploaded on CPPP. There should be no special character or space in the name of file.
- n. Only underscores are allowed. The illustrative examples are given below:-

File name	Allowed or not allowed in CPPP	Reason for Allowed/Not allowed
QA Certificate	Not allowed	Space in between words/characters not allowed
QA Certificate(1)	Not allowed	Special characters not allowed
QA_Certificate	Allowed	Underscore allowed between words /characters
QA Certificate	Allowed	Upper & lower cases allowed

- o. It is advised that all the documents to be submitted (See Clause 5 below) are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VII (Excel Format) may be downloaded and rates may be filled appropriately. This file may also be saved in a secret folder on your computer.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the CPPP.

2. Digital Certificates:

For integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in> for more details].

3. Registration:

To use the NIC's Central Public Procurement Portal (<https://www.eprocure.gov.in/eprocure/app>). Vendor need to register on the portal. The vendor should visit the home-page of the portal (www.eprocure.gov.in <https://eprocure.gov.in/eprocure/app>) and to the e-procure link then select Bidders Manual Kit.

NPTI Contact, for Badarpur, New Delhi:
Ravinder Singh
Director/HOI
 NATIONAL POWER TRAINING INSTITUTE
 BTPS Complex, Badarpur, New Delhi -110044
 INDIA, Telefax: 011-26940722.

4. Bidders must ensure that all documents uploaded on e-tender portal as files or zipped folders, **contain valid files and are not corrupt or damaged due to any processing at bidder PC system like zipping etc. It shall be the responsibility of bidder himself for proper extractability of uploaded zipped files.**
Any error/virus creeping into files/folder from client end PC system cannot be monitored by e-tender software/server and will be bidder's responsibility only.
5. In case the files are non-extractable or illegible otherwise, then the bidder's authorized representative shall be given one chance by Tender Opening Committee to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence. If, even after the above chance, the bidder is unable to open & demonstrate the contents of bid data downloaded from the e-tender portal in his presence then no fresh bid in any form, soft or hard copies, shall be accepted by tendering authority and his bid shall be summarily rejected and treated as non-responsive.

6. Offline Submissions:

The bidder is requested to submit the following documents offline to NPTI (NR), Badarpur, New Delhi, on or before **10.08.2018 upto 13:00 Hrs** in a Sealed Envelope:

- a. DD for EMD.
- b. DD for Cost of Tender Document.

The sealed envelope shall be Superscribed as:

"e-Tender for Annual Maintenance Contract of General Cleaning & Upkeep of NPTI (NR) Complex, Badarpur-New Delhi".

Note: 2. Special Note on Security of Bids: Security related functionality has been rigorously implemented in CPPP in a multi-dimensional manner. Starting with 'Acceptance of Registration by the Service Provider', provision for security has been made at various stages in Electronic Tender's software. Security related aspects with regard to Bid Submission are outlined below:

As part of the Electronic Encrypter™ functionality, the contents of both the 'Electronic Forms' and the 'Main-Bid' are securely encrypted using a Pass-Phrase created by the Bidder himself. Unlike a 'password', a Pass-Phrase can be a multi-word sentence with spaces between words (e.g. I love this World).

A Pass-Phrase is easier to remember, and more difficult to break. It is recommended that a separate Pass-Phrase be created for each Bid-Part. This method of bid-encryption does not have the security and data-integrity related vulnerabilities which are inherent in e-tendering systems which use Public-Key of the specified officer of a Buyer organization for bid-encryption. Bid encryption in CPPP is such that the Bids cannot be decrypted before the Public Online Tender Opening Event (TOE), even if there is connivance between the concerned tender-opening officers of the Buyer organization and the personnel of e-tendering service provider.

Typically, 'Pass-Phrase' of the Bid-Part to be opened during a particular Public Online Tender Opening Event (TOE) is furnished online by each bidder during the TOE itself, when demanded by the concerned Tender Opening Officers who will open the bid. Else Tender Opening Officer may authorize the bidder to open his bid himself. There is an additional protection with SSL Encryption during transit from the client-end computer of a Supplier organization to the e-tendering server/ portal.

7. Public Online Tender Opening Event (TOE)

CPPP offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) dully authorized are requested to carry a Laptop and

Wireless Connectivity to Internet. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on CPPP. As soon as a Bid is decrypted with the corresponding 'Pass-Phrase' as submitted online by the bidder himself (during the TOE itself), salient points of the Bids are simultaneously made available for downloading by all participating bidders. The work of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'.

CPPP has a unique facility of 'Online Comparison Chart' which is dynamically updated as each online bid is opened. The format of the chart is based on inputs provided by the Buyer for each Tender. The information in the Comparison Chart is based on the data submitted by the Bidders in electronic forms. A detailed Technical and/or Financial Comparison Chart enhance Transparency. Detailed instructions are given on relevant screens.

CPPP has a unique facility of a detailed report titled 'Minutes of Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/ Downloading'. There are many more facilities and features on CPPP. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

NOTE: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event, during e-auction, it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement/ e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of NPTI by the bidders in time, then NPTI will promptly re-schedule the affected event(s).

8. Other Instructions:-

For further instructions, the vendor should visit the home-page of the portal (<https://eprocure.gov.in/eprocure/app>), click on e-procure and go to the Bidders Manual Kit.

The compatible support software (PDF Converter, Java, etc) for online bid submission may be downloaded from CPP Portal.

The help information provided through '**CPPP User-Guidance Centre**' is available in three categories –

Users intending to Register/First-Time Users, Logged-in users of Buyer organizations, and Logged-in users of Supplier organizations. Various links are provided under each of the three categories.

Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups, and minimize teething problems during the use of CPPP.

The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to –

- a. Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender Submission deadline on **CPPP**.
- b. Register your organization on **CPPP** well in advance of your first tender submission deadline on **CPPP**.
- c. Get your organization's concerned executives trained on **CPPP** using online training module well in advance of your tender submission deadline on **CPPP**.

- d. Submit your bids well in advance of tender submission deadline on **CPPP**

(DOT should not be responsible any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the **CPP-Portal**, the fourth instruction is relevant at all times.

9. Minimum Requirements at Bidders end

Computer System with good configuration (Minimum P-IV, 1GB RAM, Windows XP) 2Mbps of Broadband connectivity with UPS. Microsoft Internet Explorer 9.0 or above Digital Certificate(s) for users.

10. PRICE SCHEDULE/BOQ:

Utmost care may kindly be taken to upload price schedule / BOQ. Any change in the format of price Schedule/BOQ file shall render it unfit for bidding. Following steps may be followed:

-

1. Download price schedule/BOQ in XLS format.
2. Fill rates in down loaded price schedule/BOQ as specified in XLS format only. Please enter only bidder name and rates in figures.
3. BOQ file is password protected XLS file. Don't unprotect the file. Price has to be filled in the same file and the same has to be uploaded.
4. Save filled copy of downloaded Consolidated sheet/BOQ, price schedule/BOQ file, in your computer and remember its name & location for uploading correct file (duly filled in) when required.

SECTION-IV

TERMS & CONDITIONS OF CONTRACT

1. No alteration should 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. 88,000/- (Rupees Eighty Eight thousand only)** must be deposited as Earnest Money Deposit (EMD) by means of Bank Draft drawn in favour of 'NPTI, Badarpur' payable at New Delhi & must be submitted till **10.08.2018, 13:00 Hrs.** 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 to sign the contract on terms contained in the bid document. The successful bidder has to deposit 10% amount of total contract value as Security Deposit or execute bank Guarantee for the said amount within 15 days after the receipt of Letter of Intent. The Security Deposit will be refunded to the contractor on completion of contract period 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. No interest will be payable on this deposit.
3. Every bidder shall also pay Rs. 590/- (Non – refundable) towards cost of tender document by way of a demand draft in favor of 'NPTI, Badarpur', payable at, New Delhi failing which the bid shall be summarily rejected.
4. Contractor will be required to provide to NPTI a documentary proof 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. In case the Contractor is exempted from obtaining such Registration or approval, an affidavit duly signed by the Authorized signatory on behalf of the Contractor is to be submitted, that it is so exempted or not required to obtain any such Registration or approval from the Labour Commissioner.
5. All above conditions will be enforced, unless written order of NPTI is obtained relaxing any specific condition in any specific instance.
6. The NPTI does not bind itself to accept the lowest tender.
7. The Contractor acknowledges that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to ask for increase of any rates agreed to the contract or to evade any of his obligations under the contract.
8. In the event of the Contractor failing to fulfill or commits any breach of any of the terms and conditions of this contract; or if the Contractor or his agents or employees are guilty of fraud in respect of the contract or any other contract entered into by the

Contractor or any of his partners or representatives thereof with NPTI; or if the Contractor or his agents or employees attempt to or direct or indulge in giving, promising or offering any bribes, gratuity, gift, loan perquisite, reward or advantages pecuniary or otherwise to any person in the employment of the NPTI in any way relating to such officers or person or persons, office or employment; or if the Contractor or any of his partner become insolvent or applies for relief as insolvent debtor or commence any insolvency proceedings or makes any composition with his/their creditors or attempts to do so; or if at any time during the pendency of the contract, it comes to the notice of the NPTI, that the Contractor has misled it by giving false/incorrect info, then without prejudice to the NPTI's right and remedies otherwise, NPTI, shall be entitled to terminate this contract forthwith, forfeit the Security Deposit and to blacklist the Contractor and execute the work or arrange otherwise at the Contractor's risk and at the absolute discretion of the NPTI, The cost of such works together with all incidental charges or expenses, shall be recoverable from the Contractor on demand.

9. The Contractor will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. NPTI will not be liable for any loss or harm to any person within or outside NPTI campus from any act of omission or commission of any of the workers / agents / any others deployed by the Contractor in the course of providing any services stated in this contract.
10. NPTI shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Contractor or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at NPTI. NPTI shall be indemnified by the Contractor for all such claims.
11. Without prejudice to the preceding term of contract, the Contractor will be liable to reimburse NPTI of any cost or legal liability / penalty / fine imposed on NPTI by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Contractor or any of the workers / Sub contractors / agents / any others deployed by the Contractor in the course of providing any services stated in this contract.
12. 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 NPTI against the claims arising out of non-fulfillment of obligations by him under the various labour laws.
13. The labourers employed in the cleaning works shall have to be paid as per minimum wages prescribed by the Competent Authorities of Govt. of Delhi / Govt. of India. 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.
14. The Contractor shall be solely responsible for compliance with all statutory laws/rules/ regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. NPTI shall not be liable for any contravention/non-compliance on the part of the Contractor. Any contravention/non-compliance on the part of the Contractor would be

construed as a sufficient ground for termination of the contract at the discretion of the NPTI notwithstanding this, in the event of the NPTI imposed with any penalty/fine etc., by any agency/authority due to the non compliance/contravention on the part of the Contractor to any statutory laws/rules/ regulations etc., NPTI reserves the right to recover such fine/penalty etc., from the Contractor by way of recovery from the bills raised by the Contractor or by any other means.

15. The Contractor will ensure that no person deployed by it indulges in smoking, drinking alcohol, chewing paan, tobacco etc or unnecessarily loitering in NPTI premises without work. If any person deployed by the Contractor is found to be indulging in these activities, penalty of Rs. 100 per person per incident will be leviable by the NPTI, which will be intimated by NPTI to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
16. The Contractor promptly replace any person deployed by it, who is found to be medically unfit, or not maintaining adequate personal hygiene, or whose behavior is found to be not courteous or who is otherwise found to be unfit for working within NPTI Campus or unfit for being deployed for these services by NPTI. In case the Contractor fails to remove or replace such person beyond three days after the request of the NPTI to replace him, a penalty of Rs. 100/- per day per such person will be leviable by NPTI, which will be intimated by NPTI to the Contractor within 3 days of the incident, and deducted from the monthly payment of the Contractor.
17. The contractor shall have to obtain Insurance cover for his workers as per the requirement of workmen compensation Act, 1923.
18. NPTI may discontinue the contract at any point of time, by giving a notice at least 30 days before the intended date of discontinuation, and will not be liable to any additional charges or compensation payable to the Contractor or any other person.
19. The Contractor may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit its Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. NPTI will have the right to claim damages, and recover them from the payments due to the Contractor or by any other means, in addition to forfeiting the Security Deposit of the Contractor.
20. Employment Cards must be issued to the employees and their wages must be paid to them on acquaintance roll by 7th day of every month. 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.**
21. 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 fulfill all the required relevant laws for the engagement of labour.
22. 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 to the effect that the Contractor will be entirely responsible for fulfilling 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 NPTI for any purpose whatsoever.

23. SECURITY RULES

The Contractor and their employees will invariably carry photo pass/identity cards all the time on duty issued by the contractor and countersigned by specified authorities of NPTI. 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, NPTI will have the right to prohibit entry of such employees into 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.

The Contractor shall be required to enter into an agreement on a Stamp Paper of Rs.100/- value for a period of one year within 10 days of receiving the intimation/letter of intent and to start the work within one week of signing of Deed/Agreement.

24. **Financial Evaluation of Bid:** L1 (Lowest Bid) will be evaluated on the basis of total of Part-A &, Part-B.
25. The PF challan if applicable (previous) month is to be submitted along with every Invoice/bill.
26. The ESI/GSLI proof if applicable (previous) month must be submitted along with every Invoice/bill.
27. All invoices must have satisfaction certificate , issued by JE(civil) for work completion as per awarded contract (only in case , no complaints are received in work complaint register of JE-civil)
28. All Invoices must mention the GSTN number of NPTI-NR, and GSTN filing must be as per rules and regulations of Government of India.
29. All labours must be having same dress and must wear ID card of contractor.

UNDERTAKING

I/We have read and understood all the terms and conditions in all sections of the bid document. I/we hereby quote for **“General cleaning and upkeep of NPTI (NR) Complex Badarpur established over 4 acres of land including Hostel rooms and common area”** specified in the bid document as set forth in the terms and conditions of the contract which will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit for a sum of **Rs.88,000/-** as earnest money and should I/we fail to execute an agreement embodying the said conditions within 21 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited by NPTI.

In connection with the tender for the above work, it is to certify that:

- 1) I/We are **a registered firm for housekeeping /cleaning services** and it is certified that the said registration is valid as on date
- 2) I/We are a registered firm under Indian Partnership act and it is certified that the said registration is valid as on date
- 3) I/We are a registered firm with Labor Commissioner.. and it is certified that the said registration is valid as on date (if any)
- 4) It is to certify that I/we have not been blacklisted by any Govt. organization / Department / undertakings / Enterprises etc. in this line of business (if blacklisted the details shall be furnished)
- 5) It is certified/confirmed that this/these registrations is/are valid as on date and we shall inform the department ourselves as soon as our registration expires or is cancelled/revoked.
- 6) **The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this undertaking.**
- 7) **I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.**

Read and accepted.
(Signature and stamp of Bidder or Authorized Signatory)

Date:

Place:

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:-

1. (In the case of a firm)

Signed By The Above Named Firm Of _____ Through
_____ partner of the firm.

Signature

(Name & Address)

2. (In the case of a company)

The seal of the _____ Company, Limited, was affixed by the virtue of the resolution of the Board no. _____ dated _____ the _____ Day of _____ 2018

Secretary's Signature _____

Date _____

Section V

SCOPE OF WORK / SPECIFICATION OF GENERAL CLEANING OF BUILDINGS AND ROADS OF NPTI (NR)

The scope of services to be provided pertain to general cleaning of buildings and roads of NPTI (NR) complex, which includes Institute, Institute Canteen, Workshop & Simulator, Trainees Hostel comprising 114 Rooms divided in Three Blocks, i.e. 'A', 'B', & 'C', 11 suites of Executive Hostel and Dining Halls.

The area proposed under the composite contract, which includes the manpower, materials, tools, tackles and appliances required for satisfactory execution of general cleaning and upkeep of NPTI buildings is as under:

S.No.	Name of building	Built up/covered area in sqm	Toilets
1	Institute	2887.00	05 nos.
2	Workshop	2073.00	02 nos.
3	Trainees Hostel	2500.00	64 nos.
4	Executive Hostel	690.00	10 nos.
5	Academic Block for B.Tech. (Power)	780.00	06 nos.

The services required to be carried out by the Contractor are given below. These are only indicative and not exhaustive. The services expected from the agency should be of the highest standards and are indicated in the following paragraphs. The Contractor shall have suitable staff deployed for this purpose, his own system of supervision and management, and shall have to furnish the details of the same to NPTI before the commencement of the services.

1. The labourers may be provided with uniforms and Identify Cards and necessary gate pass has to be obtained for them to enter in to the NPTI Complex.
2. Sufficient number of sweepers in good physical & healthy condition have to be engaged for the work.
3. The Contractor shall provide full details of their employees deployed for cleaning works (including residential address).
4. The police verification of all the employees deployed for cleaning works must invariably be got done before employment by the contractor and details in this regard shall be produced to the Engineer-In-Charge. The Contractor will be solely responsible for the behavior of their employees, while performing works inside NPTI premises. The contractor shall make timely payment at the Govt. approved rates. He will also look after the safety, health of the labourers while working at NPTI site. In case of any accident due to negligence of contractors/labourer, the sole responsibility in this respect shall be of contractors only.
5. Working hours for the laborers covered under this contract should be strictly followed as 07:30 to 16:30 hours with one-hour lunch break from 12:00 to 13:00 hours. Attendance register for the deployed labourers shall be produced before the authorized representative of NPTI daily for verification.

6. The contractor shall provide the minimum quantity of cleaning material per month as listed in Part-B of Schedule of Quantities for the cleaning work. The material to be used shall be produced before NPTI representative for verification. The used containers packets are to be shown as proof of full utilization of cleaning materials.
7. Suitable brooms, Mops, Moping cloth, Vacuum Cleaner, Buckets, Swabs, trollies etc. for the successful execution of work has to be arranged by the Contractor and no material will be supplied by the department.
8. While executing/performing the job so awarded, the contractor has to supply all safety equipments, accessories & appliances and has to observe all safety measures as established by the competent authorities for the job. In the event of accident of any deployed manpower concerned with the job so awarded, the responsibilities for all type of accidents, will be borne by the contractor in terms of post accident liabilities and will be dealt by the contractor himself.
9. Damages if any to the fixtures, assets of NPTI, while execution of the cleaning works are to be replaced by the contractor immediately, otherwise payment due to the contractor will not be released.
10. The behavior of the deployed manpower by the contractor for the cleaning works is to be normal, decent, and fitting with the officials and residents of NPTI, Badarpur. If any person is/are breaching these terms, shall be terminated instantly from the work spot by the contractor and the decision of the Principal Director, NPTI, Badarpur in this regard will be final and binding.
11. Outside area cleaning is to be done every day by sweeping around the building and has to be kept neat and clean from bush, plants, scrubs, garbage etc. to a lead of 20 feet around.
12. Removal of chokage / blockage if any in the main sewers, internal sewage pipe lines, manhole chambers and rain water and kitchen drains etc. should be cleared immediately whenever complaints received in this regard in all the NPTI (NR) buildings including Residential premises.
13. Open surface drains have to be cleaned as and when required as directed by the Engineer In-charge or atleast before and after monsoon.
14. The garbage from all the Institutional buildings and hostels are to be collected daily in specified timing and dumped carefully in the dustbins provided by the MCD inside the complex or as directed by the Engineer-In-Charge.

SPECIFICATION FOR CLEANING

1. General for all Buildings

- a) Cleaning of floors required daily by sweeping, moping with wet rags and floor cleaning powder. Washing with water is also to be done once in a month. Cleaning of carpets 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 daily and as and when required. 03 nos. of Naphthalene balls have to be kept all the times in the Wash Basin & Urinals cubes in urinals in all common toilets during the day.

- 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 Institute**

- a) Auditorium - Cleaning of auditorium sweeping of floors, moping of seats, dusting the curtains etc. are to be done, as and when required or at least once in a week.
- b) Conference Hall - Conference hall is to be cleaned by sweeping, moping & dusting of furniture & fixtures every day and as and when required.
- c) Principal Director and Directors Cabin - These cabins are to be cleaned daily as stated above and cleaning with vacuum cleaner is to be done once in a week.
- d) Class Rooms - All class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the tables 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 09:00 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.
- e) CBT Room/Power System and Computer Lab. - These laboratories have to be cleaned with vacuum cleaner daily. Glass panes have to be mopped, computers and accessories have to be cleaned as desired by the officer in-charge of laboratories.
- f) Faculty Rooms, Establishment, Accounts Section, and all sections have to be cleaned daily. Tables and chairs are to be dusted/mopped daily before 09:00 hours.
- g) Library - Daily cleaning of library is to be done by cleaning of floor, mopping of tables and chairs and bookshelves have to be cleaned as instructed by the library in-charge.
- h) All the laboratories are to be cleaned daily by sweeping with wet rags, dusting/moping of instruments have to be done as desired by the laboratory in-charge.

3. **Simulator Hall**

Simulator Hall is to be cleaned daily by sweeping and with wet rags, glass panes and doors, windows are to be cleaned with wet rags and detergents once in a week. Simulator panel and its accessories have to be dusted/moped with vacuum cleaner as instructed by the Simulator In-charge.

4. **Store Rooms and Workshop**

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

5. **Executive Hostel & Old Hostel :**

- a) General places like T.V. Hall, corridors & lounge areas. have to be cleaned daily as illustrated above in item 1 from 09:00 hours onwards.
- b) Common toilets have to be cleaned thrice daily, first in the early morning i.e. 07:30 hrs. second time at 10:30 hours and last at 14:30 hours. The ceramic wares are to be cleaned with Harpik daily and when required. Naphthalene balls have to be placed every day in all urinals and washbasins.
- c) 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 twice in a week.
- d) In general, it is desired that more priority should be given to clean the toilets in the early hours of the day, i.e. before 09:00 hours common places may be cleaned thereafter.
- e) On Sundays, sufficient number of labourers should be deputed for room services and toilet cleaning in each hostel.

6. **Academic Block & Annexe for B.Tech.(Power)**

The class rooms have to be cleaned daily by sweeping, moping with wet rags, dusting the table and chairs, class room boards, wall charts, etc. The chairs are to be arranged properly and water jugs and tumblers for faculties have to be provided before 09:00 hours in the morning. The toilet block in the building is to be cleaned properly and 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.

7. **Cleaning of Roads**

The cement and bituminous roads laid all over the NPTI complex and the pre-cast cement paver blocks provided in the road sides, passages and adjacent to the buildings are to be swept daily. The entrance gate and chowkidar shed structure tiles, stainless steel lettering works and granite claddings are to be mopped daily. The ultra tiles and granite claddings provided are to be washed with suitable cleaning material at least once in 15 days to keep it in good condition. The interiors of chowkidar shed also to be cleaned daily and the window panes and doors are to be mopped daily.

8. **Manpower Required**

The minimum man-power to be deployed is 06 Nos. of Sweepers (including 01 Lady Sweeper which is mandatory) plus 01 No. of Supervisor. The manpower deployed at our site may be used for cleaning/works as per the requirement of NPTI during the working hours. No extra payment shall be made to the contractor/labourer for any side work.

9. The payment will be made on the actual basis of quantity of the work executed at site by the agency as per satisfaction and directions of Engineer-In-Charge. No payment will be made at all towards the items of work (as mentioned in the financial bid) which have not been executed at site by the agency as per satisfaction & direction of Engineer-in-

Charge.

10. Thereafter it is also cleared that no payment will be made against the minimum man power (as mentioned above i.e. 6 Nos. of Sweepers & 01No. of Supervisor). The payment will be made only as per the actual basis of items of the work of financial bid of tender form executed at site by maintaining the records i.e. Work register/work diary against the work attended by agency as per satisfaction and directions of Engineer-in-Charge.
11. Record means the agency will maintain the Work register/work diary for cleaning the Hostel Rooms, Labs, Workshop etc. The agency will have to make Work register/work diary signed by the inmates residing in the occupied rooms and by the Care Taker/his assistant for vacant rooms after cleaning rooms inclusive of toilets also. The agency will also to make the Work register/work diary signed by representative of Engineer-in-Charge after execution of the items like: cleaning & removal chockage/blockage from main sewer line, branch sewer lines, manhole chambers, cleaning of roof & terraces, whenever he is instructed to get these items done., weekly cleaning of glasses, fitting & fixtures, road cleaning, collection & removal of garbage.
12. Work register/work diary would be produced during the processing monthly bill for payment.
13. **Penalty clause for deficiency/ discrepancy in work execution:**
 - 1) The total number of workers as mentioned for housekeeping work in the contract are required to be present daily, failure to which payment as per the prevalent minimum wages of labour commissioner of NCT Delhi of absent person will be levied in addition to the penalty @ Rs 200/- per person will be charged.
 - 2) In case of deficiency/ shortfall in the specified work as the scope of work in the contract, proportionate amount will be deducted for incomplete/ unsatisfactory work and also penalty @ 10% of the quantum of incomplete work will be levied. Payment will be released as per the actual work executed at site.

SECTION-VI

TENDER FORM

(Technical Bid)

(On the letter head of the concern submitting the bid)

To,

The Director/HOI

National Power Training Institute

BTPS Complex, Badarpur

Delhi-110044

Ref. TENDER NO. 7(1)/Tech./NPTI/NR/GCL /2018-19/-

Dated

Sir,

I/We hereby undertake to provide the general cleaning of buildings and roads of NPTI (NR) complex 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 NPTI, Badarpur for Rs. **88,000/- (Rupees Eighty Eight Thousand , only)** as Earnest Money Deposit is enclosed. The Draft is drawn on _____ Bank payable at New Delhi

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 03 years in providing general cleaning of buildings and related works. Certified copies of at least one work-order pertaining to each of the last three years are enclosed with this bid.

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

(a) Full particulars of Govt. / reputed organizations, where the Contractor has carried out

general cleaning works for a period of three years, for a value not less than Rs. **11,00,000/-** in a single tender. (Scanned 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.(If any)

(c) Scanned Copy of the audited balance sheet, Profit and Loss Account of the bidder for the previous two financial **years (2016-17 & 2017-18)** or Income tax return particulars for previous two financial years **(2016-17 & 2017-18)**

(d) A copy of PAN card.

(e) Copy of Valid Registration Certificate of firm, ESI & EPF registration particulars, **Sales Tax Registration Certificate / Service Tax Registration Certificate/GST**, certificate of labor license of NCT labour commissioner.

(f) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies of relevant documents to be attached).

(g) Details of support facilities to execute the order.

(h) Information regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved.

(i) Earnest Money Deposit (EMD) of Rs. **88,000/-** by **demand draft drawn in favour of 'NPTI Badarpur', Payable at New Delhi.**

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)
Telephone:

Dated this _____ day of _____ of **2018**

Address _____

FAX _____

E-mail _____ Company Seal

SECTION-VII
TENDER FORM
(Financial Bid)
(On the letter head of the concern submitting the bid document)

The Director/HOI,
National Power Training Institute,
BTPS Complex, Badarpur, Delhi- 110 044.

Dated

Ref.: TENDER NO. NPTI/NR/GCL/2018-19/01, DATED:

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 of buildings and roads of NPTI (NR) complex 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 VII of the bid document is as below:

Part-A : Labour Charges of Cleaning & House Keeping Works under following heads.

Sl. .NO.	Description of Work with Anticipated Quantity/ Lumpsum (Annually)	Annual Amount for 1 st Year (inclusive of GST) (In Rs.)	Annual Amount for 2 nd Year (inclusive of GST) (In Rs.)
1	<p>General Cleaning Common areas (like; corridors, passage & stair cases etc. of NPTI buildings) as per the specifications for cleaning and scope of work detailed in Section V of the bid document, Tiles/marble / granite stones/mosaic flooring should be cleaned by rubbing mechanically with machine weekly (including cost of rubbing pad ,T & P required, hire and freight charges for machine and other items) for the following locations :</p> <p>A) INSTITUTE : Daily continuous cleaning in Institute Bldg comprising its inside all locations i.e. all rooms being utilized for faculty, staff and or any other official purpose, Simulator Hall, Lecture halls, library, labs, canteen, Toilets/ Toilet wall and ceiling with soft broom, corridors , passage & stair cases etc established in this building .</p> <p>B) ACADEMIC BLOCK: Daily continuous cleaning in this Bldg comprising inside its all locations i.e. each rooms being utilized for faculty, staff and or any other official purpose, Lecture halls, Toilets/ Toilet wall and ceiling with soft broom, corridors , passage & stair cases etc. established in the building .</p>		

	<p>C) WORKSHOP: Daily continuous cleaning in this Bldg comprising inside its all locations i.e. each rooms being utilized for faculty, staff and or any other official purpose, Lecture halls, Toilets/ Toilet wall and ceiling with soft broom, corridors , passage & stair cases , labs. & Machine Shop- sweeping & moping the floors with dry and wet rags in phenolic water, dusting the machines, tools & equipments, etc.,(2073 sq. mts).</p> <p>D) HOSTELS: Old Hostel & Executive Hostel - Daily continuous cleaning in this Bldg comprising inside its all locations i.e. corridors and common area. 2960 sq.mts</p> <p>E) WALL TILES: Cleaning the Wall Tiles, WCs, Urinals ,Wash Basins with Harpic or its equivalent and prevalent antibacterial and germicidal Weekly in order to maintain the toilet neat and clean.</p> <p>F) FLOOR TILES AND SANITARY FITTINGS: Cleaning the floor Tiles, WCs, Urinals ,Wash Basins and Sanitary Fittings with detergent powder/liquid and thereafter moping floor with wet rags drenched in phenolic water or its equivalent and prevalent antibacterial and germicidal thrice in Day as per the specifications of Cleaning at point no.05 regularly in order to maintain the toilet neat and clean as per direction of Engineer-In-Charge.</p>		
2.	<p>HOSTEL ROOMS: Cleaning of rooms of Executive & Old Hostel on all working days inclusive of cleaning of floor by sweeping with soft broom & mopping with wet rags in phenolic water. Cleaning the floor Tiles, WCs, Wash Basins and Sanitary Fittings with detergent powder/liquid and thereafter moping floor with wet rags drenched in phenolic water or its equivalent and prevalent antibacterial and germicidal once in a Day or as per the specifications of Cleaning at point no.05 regularly in order to maintain the toilet neat and clean as per direction of Engineer-In-Charge. 12monthsx26daysx126nos. of rooms (Approx.39,312 nos. of rooms in year)</p>		
3.	<p>Collection and Removal of garbage from all buildings ie. Main Institute, Academic Block , Workshop , Hostel old & Executive Hostel, and then dumping the same in dustbins provided by MCD in Complex on all days.</p>		
4.	<p>A) Cleaning and Removal of chockage /blockage manually in the main sewer line, internal sewage pipe lines of SW/ R.C.C whenever complaints received in this regard including cost of materials, Tools & Plants required etc. but excluding charges for cleaning sewerage system mechanically i.e. With Super Sucking and Jetting Machine (approximately 200 meters).</p> <p>B) Cleaning and Removal of chock-up /blockage manually rain water pipes , open surface drains etc. whenever complaint is</p>		

	received in this regard in all Campus of the NPTI (NR) buildings as when and as required including cost of materials, Tools & Plants required etc. but excluding charges for cleaning sewerage system mechanically i.e. With Super Sucking and Jetting Machine (approximately 100 m).		
5.	Manhole chambers, kitchen traps, gulley traps, whenever complaints received in this regard in all the NPTI (NR) buildings and as when required(including cost of materials, Tools & Plants required etc. but excluding charges for cleaning sewerage system mechanically ie. With Super Sucking and Jetting Machine) (approx. 150 nos.).		
6.	Daily cleaning of cement roads and bituminous roads which are laid all over the NPTI complex and the pre-cast cement paver blocks provided in the road sides, passages and adjacent to the buildings. Daily cleaning of entrance gate and chowkidar shed stainless steel lettering works and granite claddings etc. in all complete		
7.	Cleaning of Roofs & Terraces of main institute bldg. , academic & annex bldg, workshops & Hostel Bldg. by using Hard brooms which includes removal of dust, garbage & rank vegetations etc from Terraces & Khurras as per the direction of Engineer (I/C)		
8	Weekly Cleaning of fitting & fixtures like; ceiling fans, ACs, tube lights, furniture with wet & dry hand duster & also vacuum cleaner wherever required & removal of spider net etc complete 1 month x 4 times x 12 months= 48 times		
9	Weekly cleaning of Glasses fixed in doors, windows. Ventilators & Partitioning glasses and also Aluminium door & MS doors & frame works in the NPTI Complex. (The item includes taking out aluminum grill & refixed in the same position after proper cleaning the glass panes with Colin .) 12 months x 4 weeks x 1month x 1000 sq.m. = 48000 sq.m		
Total			
Total (Part-A) Total Amount 1st Year + Total Amount 2nd Year/2			

PART (B) : Annual expenditure on Cleaning Materials:

SL No	Description of material with Anticipated quantity per year	Amount for 1 st Year (inclusive of GST) (In Rs.)	Amount for 2 nd Year (inclusive of GST) (In Rs.)
1.	Floor cleaning chemical like Lizol/ Domex or its equivalent material able to clean tile/ stone floor of reputed brand. (240 Liters)		
2.	Phenyl(Black) of Gainda Make / or equivalent brand (480 Liters)		
3.	Finit liq. (60 Liters)		
4.	Harpic Toilet Cleaner or its equivalent material able to clean Wall and floor tiles for WC,Wash Basin, Urinals etc. of reputed brand. (960 Liters)		
5.	Naphthalene balls of Trisule Make (132 Kg)		
6.	Urinal crystals/cubes of Metropol Make (84 Kg)		
7.	Washing powder of Nirma Make or its equivalent approved make (120 Kg)		
8.	Detergent powder of Fena Make or its equivalent approved make (120 Kg)		
9.	Odonil of 75 gm weight (120 Nos.)		
10	Room freshner upto 250 ml of Godrej Make or its equivalent approved make (24 Nos.)		
11	Toilet brush (72 Nos.)		
12	Poucha big of 33"X 33" size (288 Nos.)		
13	Poucha small of 26"X 26" size (288 Nos.)		
14	Hand duster(yellow) of 27"x 27" (288 Nos.)		
15	Hard broom (144 Nos.)		
16	Soft broom of Thukral Make or its equivalent approved make (144 Nos.)		
17	Colin liq. (60 Liters)		
18	Dust Controller(24" & white Shade) of Unique make or its equivalent approved brand (72 Nos.)		
19	Liquid Soap of Fem Co. or its equivalent approved brand (300 Liters)		
20	Hand Scrub(7") of Ezee Brite Make or its equivalent approved brand (144 Nos.)		
21	Dettol liq. Soap-210 ml. packed in PVC Pump or its equivalent approved brand (48 Nos.)		

22	Garbage Bags of approved Brand. (60 Kg.)		
23	PVC Supli/ Dust Pan of Unique make or its equivalent approved brand. (72 Nos.)		
24	PVC Spray Bottle Pump of Unique make or its equivalent approved brand. (24 Nos.)		
25	Mask of cloth of approved make. (96 Nos.)		
26	Rubber Gloves of approved make. (84 pairs)		
27	Wiper Set – 21 inches size of B.R.W. Make or its equivalent approved brand. (72 Nos.)		
28	Specific anti mosquitoes of Hit - make 400 ml. or its equivalent approved brand. (24 Nos.)		
29	Any other Items(Rate to be quoted in percentage above/below approved market rate analysis prepared on the basis of prevalent market rate analysis)		
Total			
Total (B) (Total amount for 1st Year + Total amount for 2nd Year)/2			

Note: Proportionate quantity of Material may be provided on monthly basis.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NPTI.

ANNEXURE-1**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 (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	
	i) DD 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 _____

ANNEXURE -2

**CERTIFICATE
(None of relative is working in NPTI)**

I..... S/o Shri.....
r/o.....

..... hereby, certify that none of my relative (s) is / are employed in NPTI. In case at any stage, it is found that the information given by me (us) is false / incorrect, The Principal Director, NPTI., Badarpur shall have the absolute right to take any action as deemed fit without any prior intimation to me (us).

Signature:...

Date :

Place:

Name:

Address:

.....

Phone No

