

ASSAM STATE DISASTER MANAGEMENT AUTHORITY

NOTICE INVITING TENDER

Assam State Disaster Management Authority invites bids from prospective local contractors / reputed Agencies affixing Rs. 8.25 court fee stamp for providing Housekeeping services in the office premises of ASDMA located within the Assam Secretariat campus, opposite the Secretariat Branch of State Bank of India (Ancillary Block – I).

The last date for submission of bids is **8th August, 2016**. The complete document can be downloaded from ASDMA website <http://www.asdma.gov.in>

**Sd/-
(Dipak Kumar Sarma),
Chief Executive Officer,
Assam State Disaster Management Authority.**



TENDER NOTICE

No. ASDMA/61/2011/201

Dated: 14-07-2016

Assam State Disaster Management Authority invites quotations from prospective local contractors / reputed Agencies affixing Rs. 8.25 court fee stamp for providing Housekeeping services in the office premises of ASDMA located within the Assam Secretariat campus, opposite the Secretariat Branch of State Bank of India (Ancillary Block – I).

SCOPE OF WORK

It is presumed that the Bidder has sufficient understanding of the required works and understand the importance of sanitation and hygiene in an office. Though the items of work involved under this contract are detailed out as below, there may be some exigencies / circumstances, where the Contractor has to perform the activities to ensure proper cleanliness in the complex, which may not find express mention herein.

1. AREA COVERAGE FOR HOUSEKEEPING SERVICES (QUANTUM OF WORK)

LOCATION	APPROX. COVERED AREA	APPROX. UNCOVERED AREA	TOTAL AREA
Office premises of ASDMA located within the Assam Secretariat (Civil) Campus opposite the Secretariat Branch of State Bank of India (Ancillary Block-I), Dispur, Guwahati - 781 006.	6877 ft. ²	1400 ft. ²	8277 ft. ²

2. BROAD DETAILS OF SCOPE OF WORK

- (i) Cleaning of office working areas, including windows, doors, furniture, fixtures, telephones, cup-boards, air conditioners, filing almirahs, cabinets, glass-panes, computers etc. with dry / wet duster and or with suitable cleaning agent. Mopping of floors with phenyl.
- (ii) Cleaning of corridors staircases and common area with phenyl in the morning and with plain water continuously.
- (iii) Cleaning of all toilets at least three times daily (at 8.30 AM, 12.00 AM & 3.30 PM) with phenyl and detergent etc. and maintain the toilet 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.
- (iv) Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location.
- (v) Regular cleaning of glass-panes on doors, windows & partitions with soap / cleaning agent.

- (vi) Cleaning of blockage in sewer and pumping lines within premises as and when required.
- (vii) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
- (viii) Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito / cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception & conference halls, lobby, etc.
- (ix) Maintenance of lawns & surroundings, cutting of hedges and cutting / shaping of plants.
- (x) Acid 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.
- (xi) Cleaning of fabric upholstered sofa-sets with vacuum cleaners and leatherette upholstered sofa-set and chairs with soap solution / cleaning agent of approved quality.
- (xii) Cleaning of brass letters by brasso (polish).
- (xiii) Roof top to be cleaned with broom and all garbage to be removed once a month.

3. GENERAL

- (i) The Contractor has to provide work force 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 office administration.
- (ii) The bidder shall survey the area and make assessment of the manpower requirement on their own before bidding.
- (iii) The Contractor shall employ adult and skilled labourers only. Employment of child labour will lead to the termination of the contract. The Contractor shall also be responsible for payment by following the Minimum Wages Act, as applicable, and also of obeying all existent Labour Laws.
- (iv) The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Assamese / English.
- (v) The Contractor shall provide Identity Cards / Uniforms to the workers.
- (vi) ASDMA reserves the right to bar any worker, employed by the Contractor, for carrying out the works, if there happens to be any doubt about his / her integrity, conduct and character. The decision of ASDMA in this regard shall be final and binding on the Contractor.
- (vii) The Contractor shall ensure proper supervision of the work on daily basis. The contact number of the person deputed for supervision shall be intimated to the ASDMA office.
- (viii) The Contractor must possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by ASDMA. All materials / consumables and other related items are to be provided by the Contractor and the same should bear ISI mark or in conformity with the specification / make keeping in view good quality / standard. The Contractor shall assess the quantity of consumables to be used and supply them in advance and store them at the allotted space on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorised by ASDMA.

- (ix) The Contractor will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The Contractor 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 GMC.
- (x) As the workers of the Contractor will have accessibility to the general records of the office, it will be incumbent on the part of the Contractor and the employees under him to observe utmost discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse on this account shall be treated as violation of the contract and consequently invite / invoke punitive clause of the tender document. Further, the Contractor shall be responsible for making good the damages, if done.
- (xi) Each Monthly Bill must accompany the following :-
- List showing the details of labourers / employees engaged.
 - Duration of their engagement.
 - The amount of wages paid to such labourers / employees for the duration in question.
 - Amount of EPF / ESI contributions (both employer's & employees' contribution) for the duration of engagement in question, paid to the EPF / ESI authorities.
 - Copies of authenticated documents of payments of such contribution to EPF / ESI authorities.
 - A declaration from the contractor regarding compliance of the conditions of EPF / ESI Act.
- (xii) If required, due to exigencies of work, the contractor may have to provide manpower during Sundays / Government holidays.

4. PERIOD OF CONTRACT

The contract is initially for a period of two years and is extendable for a further period of 6 (six) months on the same rates, terms and conditions at the sole discretion of ASDMA.

5. LAST DATE & TIME OF SUBMISSION OF TENDER: Upto 15:00 Hrs. of *08-08-2016*

6. DATE OF OPENING OF TECHNICAL BID: At 15:30 Hrs. of *08-08-2016*.

7. DATE OF OPENING OF FINANCIAL BIDS FOR TECHNICALLY QUALIFIED BIDDERS: To be notified later.

8. MINIMUM VALIDITY OF TENDER OFFER: 180 days

9. VENUE OF SUBMISSION & OPENING OF TENDER: ASDMA, Ancillary Block, Assam Sachivalaya :: Dispur :: Guwahati – 781 006.

10. PENALTY

If there is less number of workers than that agreed upon, on any given day, a penalty of Rs. 240.00 per day per person shall be imposed by ASDMA. The decision of ASDMA in this regard shall be final and binding on the Contractor.

11. TECHNICAL BID

1. Agencies / Individuals / Firms (Bidders) shall submit the following primary information / documents, as applicable with their quotation.
 - (a) Firm's Trade Licence / Company Registration Number;
 - (b) VAT / Service Tax Registration Number;
 - (c) Income Tax PAN Number;
2. Attested copies of Experience Certificate of similar works in Govt. Organizations / Semi-Govt. Organizations / Corporations / Public Sector Undertakings etc. for a minimum of two years.
3. Agencies will specify their work plan i.e.:
 - (i) Number of workers to be deployed.
 - (ii) Time / daily schedule of these workers i.e. number of workers that will be present at any time of the day.
 - (iii) Cleaning schedule of the office premises (inside) and the outside (in lawn).

12. FINANCIAL BID (PRICE SCHEDULE):

DESCRIPTION OF WORK	MONTHLY RATE PER SQ. FT. IN WORDS & FIGURES IN RUPEES (INCLUSIVE OF ALL TAXES)
House Keeping Services for ASDMA located within the Assam Secretariat (Civil) Campus opposite the Secretariat Branch of State Bank of India (Ancillary Block- I), Dispur, Guwahati-781 006.	

The rates above shall be inclusive of all taxes, duties etc. and the rates will remain fixed during the validity of the contract original / extended as per provisions of the contract, except for applicable Service Tax, which may vary from time to time as per Government Order.

General conditions:

1. The Tender Document must be submitted in two separate sealed envelopes:
 - a. Technical Bid
 - b. Financial Bid

The two sealed envelopes should then be put in a single Envelope. The Envelope should then be sealed and super scribed with the words "Quotations for providing Housekeeping services in the office premises of ASDMA" addressed to:-

**The Chief Executive Officer,
Assam State Disaster Management Authority,
Assam Secretariat,
Dispur,
Guwahati - 781006.**

Quotation should be submitted with required documents within the closing date. Quotation received after the closing date will not be entertained

2. ASDMA reserves the right to alter/modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form,

direct or indirect, or any part of bidders will render the tender liable for rejection/cancellation.

3. Any dispute unless resolved amicably shall be settled by a Court of Law having jurisdiction over Guwahati.
4. Incomplete Tenders and Tenders received after the due date / time of submission due to postal/courier delay will not be considered.



(Shri Dipak Kumar Sarma)
Chief Executive Officer,
Assam State Disaster Management Authority
Assam Sachivalaya, Dispur

No. ASDMA/61/2011/200-A

Dated: 14-07-2016

Copy to:-

1. Deputy Commissioner, Kamrup Metro with a request to cause display in D. C.'s office Notice Board
2. Administrative Officer, Assam Administrative Staff College, for display in their Notice Board.
3. System Expert, ASDMA for uploading it in the ASDMA official website
4. ASDMA Notice Board.



(Shri Dipak Kumar Sarma)
Chief Executive Officer,
Assam State Disaster Management Authority
Assam Sachivalaya, Dispur