



Standard Bidding Document

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|-------------------------|--|
| Name of Work | House Keeping and Sanitation of JKPCC Ltd., Office Complex at Rail Head Jammu. Basement : 9600 sft Ground Floor: 9600 sft 1st Floor: 9600 sft 4th Floor (M.D office): 5000 sft Front Part Parking: 9500 sft Rear sides of the Building: 5240 sft (This include Stairs Halls upto 5th floor) |
| State | Jammu & Kashmir |
| Estimated Cost | Annual Rate Contract |
| Period of Rate Contract | 365 Days |

NOTICE INVITING TENDER

e-NIT No. 03 of 2018-19 Dated: 26.07.2018

For and on behalf of the Managing Director J&K PCC Ltd. the Deputy General Manager, Unit II, JKPCC Ltd., Jammu invites e-tenders on item rate basis from approved and eligible contractors registered with J&K State Govt., CPWD, Railways, Supplier/Crusher unit holder for the work mentioned below:-

| S. No. | Description of work | Earnest Money | Tender Cost | Period of Contract |
|--------|--|---------------|-------------|--------------------|
| 1. | House Keeping and Sanitation of JKPCC Ltd., Office Complex at Rail Head Jammu. Basement : 9600 sft Ground Floor: 9600 sft 1st Floor: 9600 sft 4th Floor (M.D office): 5000 sft Front Part Parking: 9500 sft Rear sides of the Building: 5240 sft (This include Stairs Halls upto 5th floor) | Rs. 12,000 | Rs. 1000/- | 01 Year |

Scope of Work:

1. The bidding documents can be downloaded from the website <http://jktenders.gov.in> from **31.07.2018 time 1200 Hrs to 20.08.2018 upto 1600 hrs**
2. a) The bids shall be deposited in electronic format on the website <http://jktenders.gov.in> from **1400 Hrs on 10.08.2018 to 20.08.2018 upto 1600 Hrs.**
b) A prebid meeting shall be convened with the intending bidders on **10.08.2018** in the office Chamber of **General Manager, JKPCC Ltd., Jammu** at **1300 Hrs.**

- c) Technical bids of bidders shall be opened online in the office of General Manager, JKPCC Ltd., Jammu on **21.08.2018 at 1400 Hrs.**
3. Bid documents can be seen at and downloaded from the website <http://jktenders.gov.in> Bid documents contain qualifying criteria for bidders, specifications, bill of quantities, conditions and other details.
4. All the relevant original instruments (Hard copies) in respect of successful bidder only, shall be submitted to **General Manager, JKPCC Ltd., Jammu** before award of the contract.
5. Bids must be uploaded by bid security in shape of CDR / FDR payable at Jammu pledged in favour of **Deputy General Manager, JKPCC Ltd., Unit-2nd, Jammu** and shall be valid upto **01.09.2019** and **cost of tender document shall be** deposited into the Bank accounts by the bidder for which the following information can be used by the bidder.
- i) **Name of the Bank = J&K Bank Ltd.**
- ii) **Account title = Financial Controller JKPCC Ltd., (Current Account)**
- iii) **Account No. = 0084010100002408**
- iv) **Branch = New Secretariat Road Srinagar.**
- v) **IFSC Code = JAKAOPROMPT**
- vi) **Swift Code = JAKABBINRSGR – Optional**

The bidders shall upload scanned copy of bank payment acknowledgement slip.

6. The bid for the work shall remain open for acceptance for a period of **90 days** from the date of opening of bids. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited.
7. A bidder shall not be permitted to bid for works in the jurisdiction of officer responsible for award and execution of contract in which his or his spouse's near relative (defined as first blood relations, and their spouses) is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Assistant Engineer (both inclusive)

8. No engineer of gazette rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering department of the State Government is allowed to work as a contractor for a period of two years after his retirement from Government service, without Government permission. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the government as aforesaid before submission of the tender or engagement in the contractor's service.
9. Other details can be seen in the bidding documents.
10. Any other information regarding e-tendering process can be had from the Office **Deputy General Manager, JKPCCLtd., Unit II, Jammu** contact Nos: **9419129878/ 9419139825**.
11. Rates quoted shall remain valid for 365 days from the date of issue of allotment.

12) **Instruction to bidders regarding e-tendering process**

- a) The interested bidder can download the bid from the website <http://jktenders.gov.in>.
Bidders are advised to download bid submission manual for the help of bid submission process from the Downloads option as well as from Bidders Manual Kit on website <http://jktenders.gov.in>
- b) To participate in bidding process, bidders have to get digital signature certificate card as per information technology Act- 2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital signature certificate card from any approved vendors. The bidders who already possess valid digital signature certificates card, need not to procure new digital signature certificate card.
- c) The bidders have to submit their bids online in electronic format with digital signature. The bids proposed without digital signature will not be accepted.
- d) Bids will be opened online as per time schedule mentioned in the tender document.

- e) Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
 - f) The department will not be responsible for delay in online submission due to any reasons.
 - g) All required information for bid must be filled and submitted online. The bidder should recheck his online document before submission on line otherwise damaged/ corrupt document shall not be considered in any case.
 - h) The details of hard copies of original instruments in respect of cost of bid Documents & Earnest Money specified in the tender documents should be the same as submitted online otherwise tender will summarily be rejected.
 - i) Bidders are advised to use My Documents area on their used on JK tender e-tendering portal to store important documents which are used in all tenders like, sales Tax clearance Certificate etc and attach these certificate as Non Statutory Documents while submitting their bids.
 - j) Bidders are advised not to make any change in BOQ contents or its name in no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the net item rate inclusive of all taxes and it should be saved with the same with the same name as it contains.
- 13) Bidders are advised to scan their documents at 100 DPI (Dots per inch) resolutions with Black and white, JPEG scan properly convert scanned images to PDF
- 14) The guidelines for bidders to submit bid online can be downloaded from website <http://jktenders.gov.in>

Dy. General Manager,
JKPCC Ltd. Unit II, Jammu

Copy to:

- 1) Managing Director, JKPCC Ltd., Srinagar for information.
- 2) Executive Director, JKPCC Ltd., Jammu for information.
- 3) Financial Controller, JKPCC Ltd., Srinagar for information.
- 4) General Manager, JKPCC Ltd., Jammu for information.
- 5) General Manager (Central), JKPCC Ltd., Srinagar for information.
- 4) Accounts Officer, JKPCC Ltd., Jammu for information.
- 5) e-tendering Cell for uploading the tender on **www.jktenders.gov.in**.

JOB SPECIFICATIONS AND SCOPE OF WORK

e-NIT No: 03 of 2018-19 Dated: 26.07.2018

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

Jammu and Kashmir Projects Construction Corporation Office Complex at Rail Head Jammu, J&K (Basement + Ground Floor + First Floor + Fourth Floor (M.D Office) + Front Part entire Parking (within fencing) + Rear sides of the Building + Stairs Cases upto 5th Floor – about 48540 sq. ft.)

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday 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 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)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and in all urinals, wash basins and WC area.
4. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
5. Clearing of any choking's in the entire drainage system, manholes etc.
6. Removal of beehives and cobwebs/honey webs from the office building and its premises.
7. Cleaning and sweeping of open area including balconies and roof tops and front open parking within fencing, lawn and rear sides with brooms.
8. 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 must rotate the staff once in six months with prior written intimation to JKPC Ltd.
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 JKPC Ltd., Estate Officer at regular intervals and finally at the end of each month.
10. Cutting/Pruning of tree branches/saplings in the premises.
11. 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 JKPC Ltd.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc and maintain the toilets floors dry during office hours. Wash basins, urinals, WCs are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, and soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenyl, 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.
- iii) Cleaning of corridors staircases and common area with phenyl in the morning and with plain water continuously.
- iv) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, & Moping of floors with phenyl.
- v) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vi) To clean glass panes on doors, windows & partitions with soap/cleaning agent in the entire Office Complex.
- vii) Cleaning of chokage in sewerage system and pumping lines within premises as and when required.
- viii) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- ix) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- x) Sweeping of Parking areas/ open areas on sides & back side of building.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. 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.
- b. Removal of wild vegetation from the Complex premises.

E. 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. Minimum tentative requirement of workforce to be deployed is given hereunder:-

- a) House Keepers - 6
- b) Supervisor – 01

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

F. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables/other related items to be provided by the Agency must be of ISI mark 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 with Estate Officer JKPCC Ltd., 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 authorized by JKPCC Ltd.

Deputy General Manager,
JKPCC Ltd., Unit 2nd,
Jammu.

No:

Dt:

Copy to the:-

1. Managing Director JKPCC Ltd Srinagar for information please.
2. Financial Controller JKPCC Ltd Srinagar for information please.
3. General Manager JKPCC Ltd Jammu for information please.
4. Accounts Officer JKPCC Ltd Jammu for information
5. e-tendering cell for uploading the tender on official website www.jktenders.gov.in.

ANNEXURE 2
HOUSEKEEPING SERVICES – PREQUALIFICATION BID
e-NIT No: 03 of 2018-19 Dated: 26.07.2018

1. THE COMPANY

- a) Name _____
- b) Regd. Address _____
- c) Address of Office at Jammu _____
- d) Contact Person's
- i) Name & Design. _____
- ii) Tel No. Landline _____ Mobile _____
- iii) Email ID _____

2. Type of Firm : Private Ltd, / Public Ltd., / Cooperative / NGO / PSU
(Please tick and enclose copy of Memorandum/Articles of Association/
Certificate of Incorporation)

3. PAN/GIR No. : _____

(Please enclose attested photocopy)

4. TIN No. : _____

(Please enclose attested photocopy)

5. Service Tax Regn. No.: _____

(Please enclose attested photocopy)

6. EPF Registration No. _____

(Please enclose attested photocopy)

7. ESI Registration No. _____

(Please enclose attested photocopy)

8. Total Annual Turnover for the last 3 years:

(Should not be less than Rs 5.00 lakh) during

any one year

2016-17 _____

2015-16 _____

2014-15 _____

(Please enclose copies of attested audited balance sheet and P&L A/c)

_____ enclosed (please specify)

9. Experience of similar work in the field during the last three years

(Should have provided housekeeping services in reputed organizations including at least one

PSU/Govt. Deptt. with work order not less than (i) Rs. 3.0 lacs in a single order;

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____ enclosed (please specify)

10. Infrastructure Details

i) Workforce (Nos.) _____

(Please enclose the list giving employee-wise name, PF No. ESI No.)

ii) Industrial, Mechanical scrubbing machine _____

iii) Vacuum cleaner _____

iv) Floor Scrubbers (electrically operated) _____

v) Hand Trolley _____

11. Earnest Money Details :

D.D. No. _____ Date _____

Amount - Rs.10,000

Drawn on _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

GENERAL CONDITIONS OF THE CONTRACT

- 1. Rates to be quoted shall be inclusive of all applicable Govt. taxes i.e GST, Toll Tax, freight, insurance, loading, unloading and stacking complete.**

- 2. Restrictions of Rate contract**

The tenderer shall ensure that the prices quoted are the lowest and he shall not quote a price below this for similar work/supplies/ specifications to procure any other Govt. Tender. If the tenderer violates the terms of this clause, he shall be barred from participating in any future bidding process of any Govt. Department and his contract shall be terminated without any compensation to the tenderer. The department may forfeit the security/earnest money and initiate appropriate legal proceedings against the tenderer.

3. Managing Director shall be at liberty to accept / reject any tender without assigning any reason thereof and can hold negotiations with tenderers to negotiate the rate and shall have right to approve more than one brand .

- 4. Testing**

Supplies shall be strictly as per the specifications, terms and conditions of the supply order. If required, the department shall get the quality test of the product conducted from any Govt Lab. of national repute as approved by concerned Deputy General Manager. The testing & carriage charges of the samples shall be borne by the supplier.

- 5. Replacement of defective material**

As it is not possible to check each and every item at the time of receipt of delivery, the defective material found in the supplies shall be removed by the supplier from the site of work at his own expense when informed.

The supplier shall be responsible to replace the defective material free of cost including the transportation, loading and unloading charges within 15 days from the date of intimation to the supplier. In case the supplier fails to replace the defective material within the stipulated time, he shall have to pay interest to JKPC @ 18% per annum on the value of such material from the date of payment made already on receipt of such material as per payment clause.

- 6. Terms of Payment**

Payment shall be released on monthly basis within a fortnight after receipt of bills and certification by the Estate Officer, that the services provided during the month are satisfactory.

7. Prices

The prices quoted in BOQ shall be firm till the validity of the rate contract.

8. Validity

The bid shall be unconditionally valid for a period of **75 days** from the actual date of opening of financial bid. The department shall retain the right to ask for extension of the validity period, if necessary.

9. Penalty

Failure or default of the tenderer to deliver the material in accordance with the specifications or within the stipulated time or to fulfill all the terms and conditions mentioned herein and in the agreement shall entail the instant termination of contract and forfeiture of the earnest money and the defaulting tenderer shall be barred from participating in any future bidding process of the Corporation.

10. Insurance

It shall be the responsibility of the supplier to deliver the goods in sound condition at the designated place. For this purpose, the supplier shall insure the material against all risks during transit or full delivered value of the material up to the destination at his own and nothing on account of this insurance shall be paid to the supplier.

11. Indemnity Bond

The successful tenderer shall have to furnish an indemnity bond from the date of issue of supply order on Rs.50/- Judicial paper indemnifying the department against any losses/backing out of the contractual obligations during the currency of Rate contract and extension thereof and undertaking to pay the amount of such losses as demanded by the department without demur.

12. Agreement

The successful bidder shall have to draw and agreement with the Dy. General Manager, JKPCCLtd., Unit-2nd Jammu within a week's time after issuance of the allotment.

13. Arbitration

All legal proceedings in connection with the order/ tender will be subject to the jurisdiction of local courts of Jammu and Kashmir State only. In case of any doubt, dispute or difference arising out of the contract, the same shall be referred to the Managing Director JKPCCLtd. Whose decision shall be binding upon both the parties.

14. Award of contract

1. Once the offer is accepted by the department, acceptance of the same i.e. rates shall remain valid for 365 days from the date of allotment.
2. The department shall not be bound to accept the lowest or any tender and reserves to itself the right of accepting the whole or a portion of any of the tender as it may deem fit, without assigning any reasons thereof.
3. Managing Director JKPC shall have the discretion to accept or reject any or all the tenders or whole without assigning any reasons thereof. JKPC reserves the right to approve more than one brand for a particular item but the same shall not bestow any claim on the successful tenderer to that particular quantity of sample/item. The actual purchase shall depend upon the actual requirement of a particular work.
4. Any approach /canvassing etc. official or otherwise by the tenderer or his /their representative /agent to influence the consideration of their tender shall render the tender liable to summary rejection

15. Financial Resources

Financial Turnover: Turnover of any one year during last three years shall not be less than Rs. 5.00 lacs.

16. Price Fall clause

The tenderer shall bear in mind that if it comes to the notice of JKPC that they have within the currency of contract offered a lower rate to any other party within the territorial limits of J&K state, Price fall clause shall be invoked and proceeding shall be started for affecting recoveries of the difference for the whole lot out of the outstanding payments including the payments already made to the firm by the department.

17. Force Majeure clause

In case the delay in supply is due to natural calamity, any other cause like lockouts or any major cause due to which the manufacturing Unit shall stop production of tiles, then the firm/supplier can be given extension after receipt of such application from the firm on whom the order is placed.

18. Specifications

All the material supplied / required for House Keeping shall be of First quality conforming to the latest relevant IS standards and specifications contained in the B.O.Q.

Dy. General Manager,
JKPCC Ltd. Unit 2nd.
Jammu,

QUALIFICATION CRITERIA

Bidder must upload the following documents for their eligibility for participation in the rate contract:-

1. Cost of Tender Document in shape of bank receipt.
2. Earnest Money Valid Upto **01-09-2019**.
3. Pan Card Copy;
4. Copy of GST Registration / Provisional GST Registration.
5. Copy of Registration Certificate
6. Annual Turnover Certificate for Turnover of not less than **Rs. 5.00 Lacs for any one year during last three years.**
7. Tender Proforma Of Bid “**Annexure A**”
8. Affidavit Regarding Correctness Of Information Provided In The Tender “**Annexure B**”.

Dy. General Manager,
JKPCC Ltd. Unit 2nd,
Jammu,

ANNEXURE-A

TENDER PROFORMA OF BID

To

**Deputy General Manager,
Unit 2nd, JKPCC Ltd.,
Jammu.**

Sub: House Keeping and Sanitation of JKPCC Ltd., Office Complex at Rail Head Jammu.

**Basement : 9600 sft
Ground Floor: 9600 sft
1st Floor: 9600 sft
4th Floor (M.D office): 5000 sft
Front Part Parking: 9500 sft
Rear sides of the Building: 5240 sft
(This include Stairs Halls upto 5th floor)**

Ref: e-NIT No: 03 of 2018-19 Dated: 26.07.2018

Sir,

This has reference to above mentioned NIT and our subject offer against the same.

1. I/We hereby affirm that I/We have read and have fully understood all terms, conditions and technical specifications of tender document.
2. I/We hereby offer to supply genuine goods and material at the rates and quantities as described in our subject offer and shall execute the work(s) truly and faithfully within the time specified and set forth in the aforesaid offer. The goods and material to be supplied will be of the quality answerable in every respect with our offer / tender quoted above.
3. I/We shall be responsible for all complaints as regard the quality of material and all material and equipment shall comply in all respects with the requirement of quoted standard specifications.
4. I/We do hereby certify that the material and equipment offered are free from legal encumbrances and any claim regarding infringement and any patent of country of origin or India and shall be defended by us at our own cost and damages/ cost, if forwarded against purchaser in such a suits shall be borne by us.
5. I/We shall be hereby responsible for all complaints as regards quality of the material/ bad workmanship and for all such complaints the decision of the Corporation will be final and binding on us.
6. I/we enclosed a DD No. : _____ dt: _____ for the prescribed amount of Rs: _____ (Rs: _____ drawn in favour of

“_____”as Cost of Tender Document and CDR/FDR:_____ dt:_____ for the prescribed amount of Rs:_____ (Rs:_____ drawn in favour of “_____”as earnest money and as required in terms of tender specification. I/we fully understand that in the event of my / our tender being accepted, the earnest money shall be returned back to me after expiry of defect liability period of work successful completion of the work.

7. I/we shall have no claims to the refund of the earnest money prescribed against this tender in the event of my / our non-compliance of the work order, provided such order is placed within the period of validity of my / our tender as indicated in paragraph 10 below.
8. I/we further understand that my earnest money will stand forfeited even if I withdraw my tender at any stage during the currency of the period of validity.
9. My/our tender shall remain valid for a period of 90 days from the date of opening of the tender against the **e-NIT No: 03 of 2018-19 Dated: 26.07.2018**
10. My/our tender along with the terms and conditions with relevant columns and annexure duly filled in under my / our attestation and with each page of the tender papers including the enclosed terms and conditions signed by me / us (in the capacity of sole owner / general or special / attorney, in proof of which power of attorney is attached) is submitted for your favorable consideration.
11. I/we have read the enclosed terms and conditions carefully and have signed the same in token of their absolute and unqualified acceptance. My/our tender constitute a “firm” offer under the J&K contract Act and is open to an acceptance, in whole or in part. My/our offer, if accepted on the attached terms and conditions will constitute a legal binding contract and shall operate as contract as defined in the J&K Contract Act and the Sales of Goods Act.
12. I/We understand that Managing Director, JKPCCLtd., reserves the right to accept or reject the tender without giving any reason thereof.

Thanking you,

Yours faithfully

Signature
Name & Full address of tenderer with
stamp

Place

Date

N.B Please sign and stamp each page

ANNEXURE-B

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required statements are true & correct in respect of my bid for **e-NIT No: 03 of 2018-19 Dated: 26.07.2018**
2. The undersigned also hereby certifies that neither our firms M/s _____ have abandoned any work in JKPCC Ltd. or any other Department nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize (s) and request (s) any bank, person, firm or corporation to furnish pertinent information deemed necessary & requested by the department to verify this statement or regarding any (our) competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the department/project implementing authority.
5. That I have not been debarred / blacklisted for supplying in any other Department of Govt. of Jammu and Kashmir.

(Signed by an Authorized Officer of firm)

Title of Officer

(Name Firm)

(Date)