

**CSIR-HUMAN RESOURCE DEVELOPMENT CENTER, GHAZIABAD**

**\*\*\*\*\* NOTICE INVITING TENDERS\*\*\*\*\***

1. Sealed tenders are invited for the work **Cleaning / housekeeping services at HRDC, Ghaziabad** from contractors working with CPWD, Railway, Post & Telegraph Dept, MES, State PWD,s, Semi- Govt. Organization or from those who have worked for CSIR or its laboratories and have successfully carried out minimum one/two/ three cleaning / housekeeping works of amounting Rs. 13,34,500.00 / Rs. 8,34,030.00 / Rs. 6,67,230.00 respectively or above in a single contract during the last seven years need apply with proof of fulfilling above conditions along with attested copies by a Gazetted Officer or a Notary of valid registration, Sales Tax registration / TIN, PAN card, ESI Act 1984, EPF Act 1952 and service tax certificate/s and work completion certificate while making request for issue of tender documents.
2. The Estimated cost of the work is **Rs.16,68,060/- (Rupees sixteen lakhs sixty eight thousand sixty only) + Service tax extra** (as per applicable) based on minimum wages of Govt. of India, Ministry of labour and Employment (Central), Dehradun, April -2014 rates
3. Time for carrying out the work will be **twelve months** and the date of commencement shall be reckoned from the **10<sup>th</sup> day** of issue of award letter.
4. Complete Contract documents to be complied with by the tenderer whose tender may be accepted can be seen at the office of the **Executive Engineer, HRDC Ghaziabad**.
5. Tenders should be on the specified form (Non transferable) which may be obtained from the office of the **Executive Engineer CSIR- HRDC, Ghaziabad** during office hours on payment of **Rs 500/- (Rs. Five hundred only)** through Cash/Demand Draft of a schedule bank drawn in favour of **HRDC, Ghaziabad** (Non – refundable). Sale of tenders shall be from **27.01.2015 to 06.02.2015 up to 3.00 P.M.** on all working days (Monday to Friday) between 10.00 to 15.00 hrs.
6. Tenders should be submitted in double sealed covers superscribed with the name of the work, date and time of opening written, both on the inner and outer envelopes. They will be received up to **3.00 P.M.** on **09.02.2015** and will be opened at **3.30 PM** on the same day in the office of the **Controller of Administration, HRDC Ghaziabad**. Tender should be dropped in the tender box before the closing date and time indicated. In case these are sent by post these should be sent by Regd. Post/Speed post addressed to the **Controller of Administration, Human Resource Development Centre, Sector 19, Central Govt, Enclave, Kamla Nehru Nagar, Ghaziabad**. Tenderers are to ensure that they post the tender well in advance so as to reach before the closing time and date indicated. HRDC shall not be responsible if the tenders are delivered elsewhere or are not delivered on time due to postal or any other delays.
7. The Earnest Money amounting to **Rs. 33,500/- (Rupees thirty three thousand five hundred only)** as demand draft or pay order of a schedule bank and drawn in favour

of **HRDC, Ghaziabad** should accompany the tender. The tenders received without or insufficient earnest money will be rejected.

- i) The tender and the earnest money shall be placed in separate sealed envelopes each marked "Tender" and "Earnest Money" respectively. Both the envelopes shall be submitted together in another sealed envelope. The envelope marked "Tender" of only those tenders shall be opened, whose earnest money placed in the other envelope is found to be in order.
8. The **Employer** does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.
9. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
10. The tenderer shall not be permitted to; tender for works in the concerned unit of CSIR in which a relative is posted in the grade between Controller of Administration and junior Engineer. (Both inclusive) He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

**NOTE: -**

A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner,. Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's, daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be by mutual consent.
12. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and writes in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed: -
  - (a) When there is a difference between the rates in figures and in words, the rates, which correspond to the amounts worked out by the tenderer, shall be taken as correct.

- (b) When the tenderer does not work out the amount of an item or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - (c) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
13. The tenderer should see drawings and in case of doubt obtain required particulars, which may in any way influence his tender from the Engineer as no claim whatsoever will be entertained for any alleged ignorance thereof.
14. Before tendering the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc. conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the CSIR- HRDC in any circumstances.
15. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
16. Some of the provisions of General Conditions of Contract are given below, Interpretation however shall be as given in the general Conditions of Contract.
- a) **DEFECTS LIABILITY PERIOD** | Nil from the date of completion as certified by the CSIR-HRDC.
  - b) **MINIMUM VALUE OF WORK FOR THE INTERMEDIATE CERTIFICATE** | Rs 1.20 Lakhs (Rupees one lakh twenty thousand only) monthly. Intermediate certificate for a lesser amount can be admitted for payment at the discretion of the Engineer In-charge.
  - c) **SECURITY DEPOSIT:** A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work. In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract as Performance Security within the prescribed period for commencement of work in the letter of award issued to him.
  - d) **COMPENSATION** | Contractor shall pay as compensation an amount equal to one percent or such smaller amount as the HRDC (whose decision in writing shall be final) may decide on the cost of the whole work as shown in the agreement for every week that the work remains uncompleted or unfinished or due quantity of work remains incomplete after the proper dates. Compensation to be paid

shall not exceed ten percent of the estimated cost of the work as shown in the agreement.

17. As the work is to be taken up in the running office, the contractor should plan the execution of work in such a way that the working of the office is not disturbed. Nothing extra shall be paid on this account.
18. Payment shall be made on monthly basis and actual work done at site.
19. The work of cleaning / housekeeping is to be executed in HRDC campus at Ghaziabad. The rates to be quoted by the contractor will hold good for all leads and nothing extra will be paid on this account.
20. The contractor will have to execute the work without hampering the running office building.
21. The Security Deposit withheld will be refundable on satisfactory completion of the work/stipulation contract period after the final bill of the work is paid.
22. The contractor has been made payment of deployed manpower's only by the RTGS.
23. In-Charge, HRDC reserves the right to reject any or all the tender in part or full without assigning any reason (s).
24. As a proof of having used the procured Consumables and Non-Consumables, bills of the items with appropriate certificate from the Officer-in-Charge concerned should be submitted along with monthly bills. However, cost of all the items used will not be paid separately. The Contractor should include all such costs in the lump sum rates while quoting the rate in tender.
25. The materials for cleaning consumable/ non-consumable should be provided as per the requirement of the Centre. One month stock should be kept in the HRDC premises at any time. The minimum quantity of material to be provided is as per Annexure-I. If the quantity of material reaches the minimum order level, the contractor should replace it immediately.
26. The HRDC(G) will not charge any amount from the contractor for water or/and electricity supplied for Annual Housekeeping/cleaning at HRDC, Ghaziabad.