



J&K Institute of Management, Public Administration & Rural Development

Regional Centre: Near Batra Hospital, Sidhra, Jammu- 180017

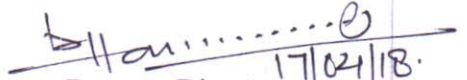
TENDER NOTICE FOR SANITATION & CLEANLINESS SERVICES

Sealed Tenders affixed with Revenue Stamp of Rs. 10/- are invited from the reputed registered agencies engaged in outsourcing of Sanitation/Cleanliness services required in the J&K IMPARD, Regional Campus, Sidhra, Jammu.

The last date for receipt of the tenders shall be 07.05.2018 upto 04.00 p.m.

The details are available at our website: www.jkimpa.nic.in.

Further details can be had from the Estates Officer/System Administrator/ Incharge Website during office hours whose contact numbers are 7006472310, 9419620607 respectively.


Deputy Director
J&K IMPA&RD, Jammu

No: IMPA/Estates/I-5/2018/479-96
Dated: 17/04/2018


17/4/18

Copy to:-

1. Joint Director, Information and Public Relations, Jammu for information with the request that the above notice may kindly be got published in three leading dailies viz. Daily Excelsior, State Times & Kashmir Times.
2. FA&CAO, J&K IMPA&RD for kind information.
3. P.S. to Director General for kind information of Director General, J&K IMPA&RD
4. P.A. to Joint Director, for kind information of Joint Director, J&K IMPA&RD, Jammu.
5. Accounts Section, J&K IMPA, Regional Campus, Jammu
6. File concerned



J&K Institute of Management, Public Administration & Rural Development

Regional Centre: Near Batra Hospital, Sidhra, Jammu- 180017

TENDER NOTICE

For and on behalf of the **J&K Institute of Management, Public Administration and Rural Development (IMPA & RD)**, Sealed Tenders affixed with Rs.10/- Revenue Stamp are invited for out sourcing of sanitation services at J&K Institute of Management, Public Administration and Rural Development (IMPA & RD) Near Batra Hospital, Sidhra, JAMMU for the year 2018-19 & 2019-20 as per the details given in the tender documents (Tender Form, Terms & Conditions of Tender Notice) from different firm(s). These tender documents can be had on the written request during all working days upto 4:00 pm against the Non-refundable cash amount of Rs. 100/- from the office of the "Deputy Director, IMPA & RD, Sidhra JAMMU.

S. No.	Particulars	Amount of CDR
01	Out sourcing of Sanitation Services at IMPA & RD, Sidhra, Jammu	Rs. 30,000.00

The rate contract thus issued shall be valid for a period of 1 year extendable for a further period of 1 year beyond the date of expiry of the Rate Contract or till such time the new Rate Contract is finalized and issued, whichever is earlier.


The Tender document should be accompanied with the earnest money as mentioned above in the shape of CDR from any Nationalized Bank pledged in favour of FA&CAO, J&K IMPA&RD, Sidhra, Jammu.

The details of the Tender document are also available on the official website of J&K Institute of Management, Public Administration and Rural Development (IMPA & RD) i.e. www.jkimpa.nic.in. The tender not fulfilling the laid down terms & conditions will be outrightly rejected.

The Director General, J&K IMPA&RD, reserves the right to reject any tender or a part of it without assigning any reason at any stage.

NO BANK DRAFT/INDIAN POSTAL ORDER WILL BE ACCEPTED.

- Last date for sale of Tender Documents 04.05.2018 upto 04.00 PM
- Last date for submission of Tenders 07.05.2018 upto 04:00 PM
- Opening of tenders 10.05.2018 at 02.00 PM


Deputy Director,
J&K IMPARD, Jammu.

No: IMPA/Estates/I-5/2018/4791-96
Dated:- /7/04/2018


17/4/18

Terms & Conditions of the contract :

1. The tender on the prescribed proforma shall be submitted in a single big size envelope containing two envelopes one for the Technical bid & 2nd for the original price bid with proper seal. The Purchase/Contract Committee will not be held responsible for any postal delay.
2. **Technical Bid should consist of the following latest documents:-**
 - a) Earnest money deposits in the shape of CDR for Rs. 30,000/- from a Nationalized Bank or J&K Bank pledged to FA&CAO, J&K IMPARD, Sidhra, Jammu. Tender without earnest money shall not be entertained.
 - b) Latest CGST & SGST clearance certificate issued by the Competent Authority shall be appended with the tender.
 - c) Certificate of Registration of GST.
 - d) Certificate of Experience in form of completion certificates.
 - e) Certificate of registration under Employees State Insurance Act.
 - f) Certificate of registration under Employees Provident Fund Act.
 - g) PAN Card of the Tenderer / Agency/ Organization.
 - h) Non- Blacklisting Declaration: An affidavit on Rs.50/- stamp paper duly attested by Ist Class Executive Magistrate to the effect that the documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated. The firm will also certify that no criminal/Blacklist case is pending against their firm.
3. The tender documents should be page marked and bearing signature with seal on each and every page.
4. The work allotted to the successful tenderer shall be initially for a period of 03 months on trial basis and the formal contract will be executed only after providing successful/satisfactory service during trial period. Thereafter, the contract can be allotted for a period of one year in the first instance. However, the contract can also be renewed for a further period of one year beyond the date of expiry of the existing contract on the same terms and conditions. .
5. The contractor shall arrange the equipment required for accomplishment of job, adequate space shall be provided by the institute for storage of the

equipment and cleaning items at the risk and responsibility of the contractor. Power and water needed to get the job done shall also be provided by the Institute.

6. The contractor shall engage required manpower for accomplishing the job. Any misconduct towards any person in the campus, particularly women, employees of the block shall be dealt firmly. The contractor shall strictly comply with all laws, rules and regulations in force. For any violation in this regard the contractor shall be solely responsible without any liability to the Institute.
7. The Contractor must not employ child labour, and shall engage only such workers, whose antecedents have been thoroughly verified, including character, police verification and other formalities. The Contractor shall be fully responsible for the conduct of the personnel employed by the agency.
8. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the Institute.
9. All liabilities arising out of accident, injury or death while on duty shall be borne by the contractor.
10. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor.
11. All registration and statutory fees, if any in respect of the contract work pursuant to intended contract shall be responsibility of the contractor and shall be payable by the contractor only.
12. Contractor shall provide uniform and identity cards to all the personnel engaged by him and ensure that they are in uniforms with proper identification during duty hours.
13. All chemicals, detergents and toiletries etc; required for cleaning and sanitation has to be provided by the contractor and the same should be of standard quality, eco-friendly and non-hazardous for human beings. The same should not cause any damage to flooring, walls and other surfaces/equipment cleaned/maintained under intended contract.
14. The consumable/other material to be used for sanitation by the contractor shall be inspected/approved by the Institute before their use in the area.

15. Contractor shall be responsible for removal of waste from the given areas and dump it at an earmarked place for its final disposal or otherwise.
16. Separate dustbins and collection bags for biodegradable and non-biodegradable as prescribed by the authorities for temporary storage of litter/waste shall be provided by the approved contractor for proper collection and transportation of waste. All the bins will be cleaned daily and that in no bin the garbage will be deposited creating unhygienic environment.
17. The contractor shall be responsible for any loss occurring due to shortage of manpower, inadequate equipments, use of chemical and detergents of substandard quality and also due to faulty workmanship in case of any damage to the property, the contractor shall be liable for compensatory damages.
18. The contractor shall be responsible for thefts of bathroom accessories/fittings, if any in the area manned by them.
19. Payment shall be made to the contractor on furnishing the bill at the end of the month and on the basis of the work done certificates duly furnished by the Institute.
20. The Director General, J&K IMPA&RD, reserves the right to terminate the contract on observation of poor performance at any time or as may be reported to him.
21. The tenderer shall have to quote rates for sanitation/cleanliness job in lump sum as per details given hereinafter.
22. The entire open area and the built up areas will have to be cleaned/maintained strictly as per the charter of duties as indicated. The Job of sanitation and dusting is to be carried out on each floor and surrounding areas.
23. Any blockage in the drainage system should be removed.
24. The tenderer will also have to furnish particulars relating to ESI, EPF, Registration under Contract Act, turnover, infrastructure etc., as may be required under statutes/law.
25. Rates Quoted should be typed/ printed and free from over writing /cutting and application of white fluid. No hand written quotation will be accepted. All pages of the documents submitted should be numbered & total number of pages indicated in the index. Transparent tape/ lamination should be applied

on the quoted rates.

26. Details of documents enclosed with the tender forms should be mentioned in Proper Index serial wise duly flagged on the front page of the quotation/ reference letter.
27. The document submitted by the firm with the tender form will be opened in the presence of tenderers or their authorized representatives.
28. The tenderer/ authorized representatives should point out to the Chairman/Member, procurement Committee on date of opening of tenders embitterment, if any, at the time of opening tenders. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
29. All the documents attached with the tender should be self attested by the authorized signatory (same individual) of the firm with seal.
30. No conditional tender shall be accepted. The committee reserves the right to accept or reject any tender/ quotation or any part of it without assigning any reasons thereof. The successful tenderer are bound to stick to the rates once quoted by them and once approved by the committee.
31. The successful tenderer shall have to abide by the standard terms and conditions as laid down in the the tender document vis-a-vis rules as may be applicable.
32. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to any other party. Penalty to the tune of Rs. 3000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services upto the satisfaction of Institute inspite of repeated warnings/ imposition of fine etc, it can lead to forfeiture of Earnest money/ CDR /Security deposits/ withholding of other deposits as a whole or even debarring/black listing of the suppliers/ firms/ dealers. The earnest money shall be forfeited if the contractor withdraw's the tender or revise the prices of the offer within validity period/ not comply the work order placed on the contractor within the validity period of the offer.
33. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender whereas it shall be retained in case of successful tenderers and treated as security deposit to be refunded after the successful completion of the contract on submission of NOC.
34. The Deputy Director IMPA & RD/ or any authorized representative of the Institute shall inspect the functioning of the contractor/ sanitation works at regular intervals and report any lapse on this part to the Director General, J&K IMPA.
35. The Successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to

ELIGIBILITY CONDITIONS: -

- a) The firm should at least have three years of experience of performing job contract of Sanitation Services in reputed Govt/Semi Govt / Govt. Undertaking of reputed. Tenderers have to produce supporting documents/certificates in the form of Completion certificates from the clients and work orders for the subject work.
- b) The firms should have at least 06 sanitary workers, one Sanitary Supervisor and one Store keeper registered under ESI & EPF. The documentary proof in this regard shall be provided with the tender.
- c) The firms should also fulfill the statutory and welfare requirements in respect of its employees.
- d) No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
- e) The firm should have valid Labour Contract license for current year.
- f) The firm must have GST Registration.

Financial Bid

S. No.	Particulars	Rates approved per month
01	<p>Sanitation services at IMPA & RD Jammu</p> <p>SCOPE OF WORK</p> <p>A) <u>Administrative – cum- Academic Block</u></p> <ul style="list-style-type: none">1. Sweeping and mopping of floor area.2. Cleaning of all toilets in the given area all the times.3. Collection, transportation and disposal of all wastes during morning and evening shift or as per the requirement.4. Cleaning of Walls, glass panes of windows, and the glazed area of the building, removal of cobwebs, and washing of floor area where required, cleaning of rain water pipes.5) Cleaning of the open area of the premises and surroundings of the buildings including cutting of grass and wild growth, weeds etc.6) Scientific Management and Disposal of the waste from the Institute to designated deposit areas.7) Cleaning of air conditioners, Ceiling fans/ wall fans etc.8) The scope of work covers all the indoor/outdoor areas of the premises including, corridors, bathrooms, rooms, parking area etc.	

B) Hostel Block

1. Sweeping and mopping of floor area.
2. Cleaning of all toilets in the given area all the times.
3. Collection, transportation and disposal of all wastes during morning and evening shift or as per the requirement.
4. Cleaning of Walls, glass panes of windows, and the glazed area of the building, removal of cobwebs, and washing of floor area where required, cleaning of rain water pipes.
- 5) Cleaning of the open area of the premises and surroundings of the buildings including cutting of grass and wild growth, weeds etc.
- 6) Scientific Management and Disposal of the waste from the Institute to designated deposit areas.
- 7) Cleaning of air conditioners, Ceiling fans/ wall fans etc.
- 8) The scope of work covers all the indoor/outdoor areas of the premises including, corridors, bathrooms, rooms, parking area, etc.

be executed on a NON JUDICIAL Stamp Paper worth Rs 100/- with the concerned authorities before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer.

36. The approved contractor shall maintain a complain register which shall be made available to authorized officers of the Institute for record of his complaints in case any deficiency is noticed in respect of cleanliness.
37. In case of any dispute/difference or doubts, the decision of the Director General J&K IMPA, shall be final.
38. All the terms and conditions of the tenders should be carefully studied for the sake of submission of complete and comprehensive tender, failing to comply with any of the terms and conditions may lead to rejection of tender, even if it is a competitive offer.
39. Legal proceedings that may arise at any time shall be subject to the jurisdiction of J&K Courts at Jammu only.
40. Any other condition that is not indicated here can be incorporated by the authorities before execution of a contract, if need be.
41. No separate conditions will be accepted and the conditional tenders will be out-rightly rejected.
42. All the documents shall be self attested with an understanding that anything found false/forged in later stages shall be the responsibility of the tenderer.
43. The contractor shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the officer-in-charge and get clarifications.

We do hereby agree to abide by all the conditions mentioned (Sr. No. 1 to Sr. 43) in the tender document (All the documents have been signed by us in token of acceptance of the "Condition of the Contract" and are without any cutting/ overwriting.)

In Acceptance

Signature & Seal
of the tenderer With Address

CHECKLIST

S. No.	Documents	Annexed at Page No.
1	Earnest money deposits in the shape of CDR for Rs.30,000/-.	
2.	Latest VAT/ Sales tax clearance certificate	
3.	Certificate of Registration for Service Tax.	
4.	Certificate of Experience in form of completion certificates.	
5	Certificate of registration under Employees State Insurance Act.	
6.	Certificate of registration under Employees Provident Fund Act.	
7.	Pan Card of the Tenderer / Agency/ Organization.	
8.	A copy of TDS certificate alongwith completion certificate	
9.	Non- Blacklisting Declaration:	
10.	List of 06 sanitary workers, one Sanitary Supervisor & one Store Keeper registered under ESI. & EPF alongwith	
11	Any other (Specify)	

It is certified that

- 1. All the documents have been annexed strictly as per the check list with the understanding that the tender document is subject to rejection in view of non-availability of any of the above mentioned documents.**
- 2. All the documents are self attested with an understanding that anything found false/forged in later stages shall be ours responsibility.**

Date :
Place :-

(Signature & Seal of the tenderer)