**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**53 UNIVERSITY ROAD, LUCKNOW- 226007**

**Tender forM**

***FOR***

***sanitation services***

***In the***

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**AT**

**Lucknow**

**2016-2017**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

**53 UNIVERSITY ROAD, LUCKNOW -226 007**

(An Autonomous Institution under the Department of Science & Technology, Government of India)

**NOTICE INVITING TENDER**

The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-I, containing “Technical Bid” and Sealed Cover-II, containing “Financial Bid” should be placed in a third sealed cover superscribed “Tender for sanitation Services” and reach BSIP before 1200 hrs on or before 29 October 2016 The technical bids shall be opened on the same day at 1500 hrs at BSIP.

The tender document can be downloaded from the Institute website [www.bsip.res.in](http://www.bsip.res.in). Those who download the tender document from website should enclose an additional DD for Rs 2000.00 (Tender fee) along with their tender bid in the Cover-I “Technical Bid. The bid security (EMD) of Rs 50,000.00 (Rupees fifty thousand only) should also be paid by Demand Draft in favour of the Director, BSIP Lucknow.

Any future clarification and/or corrigendum(s) shall be communicated through BSIP on the Institute website [www.bsip.res.in](http://www.bsip.res.in)

REGISTRAR

**PARTICULARS OF D.D.**

(Attached along with Technical bid)

For **Tender Fee**

Crossed Demand Draft No……………………Date……….…….…for Rs 2000.00 (Rupees two thousand)

For **Earnest Money Deposit**

Crossed Demand Draft No……………………Date……….…….…for Rs50,000.00 (Rupees fifty thousand)

Signature of the Tenderer

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**NOTICE INVITING TENDER**

Sealed tenders (in prescribed forms) in two bid system (Technical Bid and Commercial Bid) are hereby invited for rendering Sanitation Services at the Institute premises from the Contractors of the appropriate class who have working experience of cleaning and sanitation works at least for ten years in Central / State Govt./ Autonomous Bodies/ Publics sector undertaking Institutions/ Govt. Hospitals amounting to Rs. 25 lacs in a single contract in a year.

The tender documents can be downloaded from our website [www.bsip.res.in](http://www.bsip.res.in) from September 29, 2016 alongwh the cost of the Tender fee of Rs. 2000/- (Rupees Two Thousand only) through bank draft only of a Nationalized Bank must payable to the Director BSIP Lucknow which is non-refundable.The Tender money in the form of cheque or cash will not be accepted.

The tender froms duly filled should accompany the Earnest Money Diposit of Rs. 50,000/- in the form of bank draft in favour of The Director, BSIP, Lucknow and be kept in Technical Bid. The tenders are required to be submitted in two separate sealed envelopes. Both the sealed envelopes to be kept in a outer sealed cover super scribing **“Tender for Sanitation Services”** and be placed in the tender box kept in the Office of the Registrar, BSIP, Lucknow upto 12.00 AM on October 29, 2016. The tenders will be opened on the same day at 03.30 PM in the committee Room of the Institute in the presence of tenderers present (if any). The commercial Bid of those tenderers who qualify in the Technical Bid will only be opened later which will be communicated. Other terms and conditions are stipulated in the tender form.

The Director, BSIP, Lucknow reserves the right to reject any or all the tenders without assigning any reason therefore.

REGISTRAR

Technical Bid

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

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53 UNIVERSITY ROAD, LUCKNOW- 226007

**Tender Form**

1. Name of the Tender :

2. Correspondence address :

3. Phone/fax/E mail :

4. Registration Licence Number :

(Under CL (R&A) Act 1970

**(Please enclose attested photocopy of the Registration)**

5. EPF A/C No. and Year of Registration :

**(Please enclose attested photocopy of the Registration)**

6. ESI A/C No. and Year of Registration :

**(Please enclose attested photocopy of the Registration)**

7. Service Tax No. and year of Registration :

**(Please enclose attested photocopy of the Registration)**

8. Details of Earnest Money Deposit attached :

1. Amount
2. DD No.
3. Name and Branch of Bank

9. Details of experience of 15 years for rendering sanitation services in Central/State Government Department and Scientific/National/CSIR Laboratories, Public Sector undertakings amounting to Rs,25,00,000 Lacs (Rupees Twentyfive Lacs only) in a single Contract in a year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S No | Date of  commencement of work Contract | Date of completion of work Contract | Name of the  Organization | Annual cost of  the Contract |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Attach documentary proof of above works)

10. Latest Income-Tax Return Certificate

FY (2013-14, 2014-15 and 2015-16)

**(Please attach attested copy)**

11. Character Certificate from District Magistrate

(Please attach attested copy)

**SIGNATURE AND SEAL OF THE TENDERER**

**Tender REQUIREMENTS**

1. Estimated cost of work is Rs. 25,00,000/- (Rupees twenty five lacs only) approximately for one year in view of the Minimum Wages Act, Labour Laws etc., which are to be complied with.
2. Tender will be received/submitted/placed on tender box till 12 A.M. on October 29,2016.
3. The Institute does not bind itself to accept the lowest Tender and reserves the right to reject any or all the tenders without assigning any reason thereof.
4. The tenderer shall have to declare in writing that he/she is not related in any way with any employee of the Birbal Sahni Institute of Palaeosciences, Lucknow.
5. Earnest money deposit will be forfeited in case the tenderer to whom work/service has been awarded fails to submit necessary non-judicial stamp papers of Rs. 100/-(Rupees One Hundred only) or to sign the formal agreement within seven days from the date of issue of work/service order and the work/service order, will automatically stand terminated.
6. Tenderer should also submit the attested copies and details of the registration from Labour Department, U.P. or any of the Competent Authority for such works, particulars of experience, latest Income Tax Clearance Certificate 2015-16 and Character Certificate from District/Additional District Magistrate in the prescribed format of Chief Secretary, U.P. Govt. Circular NO. 4714/87-23-3-8/84 dated 20.02.88 of the District along with the original Quotation. Tender not accompanied with these documents shall be rejected.
7. Except quoting net rates and amount, the tenderer should not add any condition or make any changes, additions, alterations and modifications in the printed form of Tender Documents.
8. Earnest Money deposited by the tenderer shall be appropriated towards the Security Deposit, if the work/service is awarded to him/her, and shall be refunded/forfeited/reappropriated as the case may be after expiry/termination, etc. of the Contract. (Except successful bidder E.M.D will be refunded to the tenderers.)
9. Security Deposit shall be of Rs.2,50, 000/- (Rupees Two lac fifty thousand only), which will not carry any interest and shalll be refunded only after satisfactory completion of the Contract.
10. Before submitting Tender, the tenderer shall inspect the Campus to fully acquint himself/herself about the condition with regard to accessibility of site, nature and extent of ground working condition of site, and locality including stocking of materials, installations of Tools and Plants etc., conditions affecting accommodation and movement of labourers etc., required for the satisfactory execution of the work Contract. No claim whatsoever of such account shall be entertained by the employer in any circumstance.
11. Duly filled-in tenders along with copies of required documents will only be accepted for consideration.
12. Tenderer should add EPF/ESI and Service Tax number along with the Tenders.
13. Late tenders for any reason and tenders with cuttings without attestation or not accompanied Earnest Money and/or not fulfilling all or any one of the above conditions or incomplete in any respect are liable to be rejected.
14. The Director, BSIP, Lucknow reserves the right to reject any or all the tenders without assigning any reason therefor.

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**APPENDIX**

Mode of payment : Through Cheque every month after satisfactory services.

Security Deposit : Rs.2, 50,000/- (Rupees two lac fifty thousand only)

Subsequent Retention : Earnest Money Deposited with the

tender will be appropriated towards Security Deposit for the successful

bidder.

**DETAILS OF WORKS / SERVICES TO BE RENDERED**

The work/services, which are to be rendered and provided by the Contractor tothe Birbal Sahni Institute of Palaeosciences, will be as follows:

1. Proper and efficient cleaning and sweeping of all the floors, lawns, toilets, urinals, wash basins, sinks in laboratories, sanitary fittings, fixtures and looking mirrors using Vim/liquid soap/detergents, sprinkling of Phenols/Surfexo/Sanifresh, etc.
2. Providing sanitary cubes, air purifiers (Odonil), naphthalene balls, tissue papers. Liquid soap, etc., and supplying of washed towels in the toilets.
3. Removal of blockage in toilets/sewer, waste water lines and disposal of all waste, grass and debris, etc.
4. Dusting of all items of Office and Laboratory furniture's (wooden, steel and upholstered) Fixtures, partition walls, doors, windows, almirahs, cup-boards, mirrors, notice board, flower vases, art-object, etc., provided in all the places at the time of opening of the office.
5. Brasso-polishing (of good quality) of all brass works, shifting of furniture for functions, lectures, seminars, meetings, etc.
6. Cleaning of underground and overhead water storage tanks and flower ponds, loading and unloading of excursion materials, Diesel Jerricans.
7. Any other work assigned by the Institute's authorities related to the Sanitation Services.

All the above services and any other work of similar nature as may be entrusted to the contractor from time to time by the Institute are to be rendered without causing hindrance or disturbance to the persons/Institute staff working before, during and after normal working hours and shall be carried out effectively and inconsonance and conformity with the standards of a neatly maintained institutional premises.

**GENERAL CONDITIONS**

* 1. The services envisaged under the present contract shall be rendered by the tenderer under the continuous monitoring, supervision and satisfaction of one or more specifically designated Officials of the Institute.
  2. The schedule of quantities, details of works/services to be rendered, schedule of materials and special conditions form the basis of this Contract. The decision of the Director, Birbal Sahni Institute of Palaeosciences in reference to all matters of dispute as to materials and workmanship shall be final and binding on the Contractor.
  3. The term of the present Contract is for one year, which can be extended for further period of 12 months on the same terms and conditions as herein contained. However, the contract can be terminated by giving one month's notice to the tenderer without assigning any reason whatsoever, or even forthwith if the tenderer fails or neglects to render any of the said services to the satisfaction of the Institute or commits breach of the contract.
  4. Efficiency is the essence of this Contract. The tenderer undertakes to provide the services set out above efficiently and maintains the standards of cleanliness required from him/her under the Contract. In case of failure to provide such services, the tenderer shall pay/authorize the Institute to deduct the sum equivalent to the actual expenditure which should have incurred on job not done or not properly done plus 10% as liquidated damages, from any payment due, to the contractor.
  5. The tenderer shall be wholly responsible for any loss or damage to the properties belonging to the Institute caused by the tenderer or by his/her employees and will pay to the institute or allow the amount of loss sustained by the institute to be deducted from any sum found due to the tenderer. All staff of the contractor will follow the security norms as set by the Institute and they may be subjected to security checks as and when required.
  6. During the Contract, the contractor shall at his/her own cost employ, pay for and provide specified number of staff to render the aforesaid services to the Institute and shall be solely responsible for the payment of their salaries, remuneration and/or other dues including bonus or other emoluments whatsoever to which his/her staff will be entitled under any law for the time being in force or which may come in force during the Contract.
  7. The Institute will provide the space to store materials and other implements required to be used by the tenderer for rendering the aforesaid services during the continuance of the Contract.
  8. The Institute shall permit the contractor to consume reasonable amount of water and electricity free of charge for rendering the services contracted for.
  9. No other costs, charges, wages due and compensation whatsoever to staff, employees or other persons engaged by the contractor shall be payable by the Institute or shall be claimed by the tenderer from the Institute for the services required to be rendered by the tenderer over and above the said contractual payment.
  10. The tenderer shall provide uniform along with name plate to all his/her employees within one month of award of work positively, otherwise a deduction @ 1% of billed amount will be made from his/her bill amount till the required uniforms along with name plates are provided to all his/her employees.
  11. Acid shall not be used by contractor for cleaning of fixtures. If the tenderer is found using the acid and with the result any fitting is damaged, he/she shall be required to replace the same at his/her cost.
  12. The contractor will present the bill monthly which will be verified and certified for payment by the officer's nominated by the Director, after receiving satisfactory performance certificate of the contractor for the work/services rendered by him/her from various Departments/Sections/Units of the Institute and payment of the bill shall be made within 15 days of receipt of the bill. Income tax @ 2.25% shall be deducted at source every month from Contractor’s bill.

**SPECIAL CONDITIONS**

1. The contractor will be required to engage sixteen numbers of labours including one labours supervisor per day on an average to ensure proper and efficient service. Proper record of the staff engaged by the tenderer will be maintained by the gate security for the Contractor which will be produced daily before the nominated officer. Variation of one-labour only, shall be allowed in the day-to-day engagement of staff and the Institute will recover Rs.350/-per day per labour for short supply of labours if the number falls short of the above permissible variation. The Institute shall not be liable to pay for additional labours beyond the above stated permissible limit. If, however, additional labour is specifically required on any occasion, payment to the tenderer shall be made at the same rate, at which deduction is made. No minor labours shall be engaged by the contractor.
2. The services of the Contractor shall be available on all working days including Saturdays for 8 hours per day from 0830 hours to 1700 hours with half an hour lunch break. However, for some specific requirements for Offices/Laboratories, the Institute may alter the days and timings to suit the specific requirements.
3. The Contractor shall provide cleaning and other materials like detergents, towels and antiseptic, etc., as provided in the schedule annexed hereto and failure to do so, the Institute shall purchase the materials from open market and debit the same with 10% service charges to the account of the Contractor, which will be recoverable from his monthly bills or any other payment due to him.
4. The cost of all tools and plants and materials etc., used in dusting, sweeping and cleaning the premises and also the cost of soap cakes, liquid soap, toilet paper rolls, odonil purifiers and sufficient number of plastic mugs etc., for the use in the toilets are included in the contractual payment and that no extra amount will be claimed by or paid to the Contractor towards the cost of these items.
5. All the material used for the work shall be of approved quality and the Institute reserves the right to check the materials brought for cleaning at any time and to reject them, if not found suitable.
6. The staff employed by the Contractor for rendering the services as contract will be the employees of the tenderer and will be on his/her pay-rolls and they shall receive instructions from the Contractor for their duties to be carried out by them and for effective discharge of the aforesaid duties. The Institute will in no way be responsible for these labourers employed by the Contractor.
7. The Contractor will ensure that the character and antecedents of the workers are verified before deployment, copy of above to be submitted to the office.
8. The Security Money deposited by the tenderer may be forfeited in the event of tenderer's failure to fulfill any of the obligations under the agreement and unless so forfeited, it shall be refunded to the tenderer on the expiry or termination of the agreement. The security money shall not carry any interest whatsoever.
9. That except as provided above, all disputes and questions arising out of this agreement whether during the currency of the Contract or thereafter shall be referred to the sole arbitration of Director, Birbal Sahni Institute of Palaeosciences, Lucknow or any other person appointed by him and the decision of the arbitrator shall be final, conclusive and binding on the parties to this Contract.

10. The tenderer shall comply with the provisions of all labour laws including Employees State Insurance Act, Workmen's Compensation Act, Payment of Minimum Wages Act 1948, Employees PF Act, etc., and timely payment of all their dues in respect of the employees engaged by him/her for rendering the aforesaid services. The Contractor shall keep the Institute absolved from all acts and omissions, faults, breaches and/or claims, demands, loss, injury and expenses to which the Institute may be put or involved as a result for tenderer's failure to fulfill any of the above obligations and the Institute shall be entitled to recover any such losses or expenses which it may have to suffer on account of such claims, demands, loss, injury, damaged or court orders from the Contractor’s monthly bill or from Security Deposit or from any money due to the Contractor without prejudice to its any other right under the law.

**SCHEDULE OF MATERIALS, TOOLS AND IMPLEMENTS**

List showing approximate minimum quantity of materials to be consumed/supplied by the Tender per month in the case of consumable and providing of other tools and implements on requirement basis of rendering the services quoted for:

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S.No. Name of Items (Consumable) Quantity

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1. Mansion Polish 3 Kg

2. Duster Adequate Nos

3. Odonil 50 Nos

4. Brasso (200ml) 04 Nos

5. Vim 20 kgs

6. Sani Fresh 12 Nos

7 Ordinary Duster Adequate Nos

8. Phenol 10 ltrs

9. Naphthalene Balls 15 Kg

10. Surfexo 15 ltrs

11. Liquid Soap coloured Perfumed 08 ltrs

12. Liquid Soap container 10 ltrs

13. Detergent soap 10 Kgs

14. Swab Floor Adequate Nos

15. Baygon/Flit 10 ltrs

16. Old Dhoti 18 Nos

17. Tissue paper Roll 25 Nos

18. Flower Broom 20 Nos

19. Nariyal Broom 10 Nos

20. Danda Zaroo 10 Nos

21. Hockey Brush 05 Nos

22. Round Brush 05 Nos

* 1. 23 Jala Brush 05 Nos
  2. 24. Urinal Pot Cubes 05 Kg

25. Room Spray 15 Nos

(Other than monthly requirements)

1. Towels (Six monthly) 36 Nos
2. Uniform (Two sets for each person) 24 Nos
3. Mug Plastic 36 Nos
4. Buckets (Plastic) open 36 Nos
5. Wheel Barrow 02 Nos
6. Bamboo Ladder ‘(20’and 15’) 02 Nos
7. Floor Cleaning Machine 02 Nos
8. Vacuum Cleaner 02 Nos

Note: The above requirements of the materials, tools and implements is minimum for rendering efficient and satisfactory services, If the requirement of materials, tools and implements exceeds the above limit and also some other item not covered in the list are required the Contractor shall be bound to supply the same to the extent required within the rates quoted for. The above materials will be entered at the gate register with the security staff and verified accordingly per month before payment are made.

SIGNATURE OF THE TENDERER/contractor

**ParticularS OF the TENDERER /contractor/firms**

(Tenderer /Contractor/firms shall fill in the form and enclose it with the original of quotation)

Name of the Tenderer …………………………………………………………….

Firm of the Tenderer …………………………………………………………..

Telephone No. (Office), if any…………………………………………………….

Office Address………………………………………………………………..

Residential Address……………………………………………………………….

Is it a Limited Firm/Company ? Yes/No

Give names and addresses of Partners, if any

Name Address

a)

b)

c)

d)

Partnership Deed: Please enclose a copy with the Tender document marked as original.

Name of Bankers M/s……………………………………

Power of Attorney Please enclose attested Copy

(Applicable to Firm only)

State name and address of person holding Power of Attorney:

Name …………………………………………….

Address ……………………………………………

Specimen signature of person

Holding Power of Attorney ………………………………………………………………………

SIGNATURE OF TENDERER

**DETAILS OF THE WORK COMPLETED BY THE TENDERER DURING THE  
LAST TEN YEARS**

|  |
| --- |
| SI. No. Name of Organization Name of Location Value of  work |

1.

2.

3.

4.

5.

6.

7.

8.

Note: The relevant certificates issued by the Organizations/Officers are to be attached.

SIGNATURE OF TENDERER

**Commercial Bid**

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

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Separate sheet may be enclosed if the space available in their form is found insufficient

1. Name of the Tenderer :
2. Address in full :

(with Phone No. if any)

1. Registration Licence No. :
2. Rates for each sanitation services arrangement as per the minimum wages :
   1. Amount per month for work shown

Sanitation services as detailed below :

* + 1. No. of Sanitation Personnel at the Institute

@ Rs Rs. ………………………

B.

* + 1. ESI Act : Rs ……………………….
    2. EPF Act : Rs ……………………….
    3. Bonus : Rs ……………………….
    4. Service charges per month in percentage% : Rs ……………………….
    5. Material as per Institute list : Rs ……………………….
    6. Service Tax Act : Rs.....................................

Grand total per month (in figure) Rs.

(In words) Rupees …………………………………………………

5. Earnest Money remitted vide Demand Draft: Dated

**DECLARATION**

I/We undertake to abide by the terms and conditions of the Sanitation Services arrangement. The persons to be deployed in the BSIP for Sanitation Services shall be on the payrolls of tenderer and shall be the employees of the tenderer.

I/We also undertake to execute the necessary agreement before commencement of work, if awarded.

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SIGNATURE AND SEAL OF THE TENDERER/contractor

**BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES**

Autonomous Institute under the Department of Science and Technology, Government of India)

53 UNIVERSITY ROAD, LUCKNOW- 226007

**ABSTRACT OF COST**

Name of work: Rendering Sanitation Services in the Birbal Sahni Institute of Palaeosciences Campus at Lucknow……………………………………………………………………………………………………

Total brought forward from Rs …………………………….

Schedule of quantities

Rebate, if any@……………….. Rs …………………………….

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(Rupees…………………………………………..)

All material used for sanitation work shall be of quality as specified and approved by the institute.

1. Tenderer should inspect the site, examine specifications, schedule of quantities and scope of work and quote their rates. The rates given in the schedule of quantities will be deemed to include all the necessary materials, tools and implements and labour required for satisfactory and efficient rendering of services/works as detailed in schedule of quantities and specifications.
2. The additional work in the same Campus can be awarded during the Contract at the same rates and conditions of the Contract.

Witness: SIGNATURE AND SEAL OF TENDERER/contractor