

Government of India
Ministry of Finance
Department of Financial Services
DEBTS RECOVERY TRIBUNAL, GUWAHATI
Suwarna Bhavan, House No. 12
New Town Path, G. S. Road
Lachit Nagar, Ulubari
Guwahati-781 007

F. No. DRT/Estt/Housekeeping(1)/2020

Dated: 7th March, 2020

TENDER NOTICE

Quotations are invited from interested parties/agencies for award of annual contract for sweeping and cleaning of the premises of Debts Recovery Tribunal Guwahati, situated at Suwarna Bhavan, House No.12, New Town Path, G S Road, Ulubari, Lachitnagar, Guwahati - 781007. Sealed Quotations addressed to the Registrar at the above address of this Tribunal should reach latest by 4:30 p.m. on 20/03/2020. Quotations will be opened at 3.00 p.m. on 24/03/2020. Interested bidders may make themselves available at the time of opening of the tender on that date at this Tribunal, the Successful bidder has to submit the Earnest Money Deposit @ 10% of the annual contract value at the time of assigning the work order/agreement.

Quotations for the said work should contain the following:-

- (i) Copies of certificates/documents to the effect that the work orders/contracts were executed by them satisfactorily in the Government Departments/public Sector Undertakings/Autonomous Organizations/Local bodies,
- (ii) Details to be furnished as per annexure-I to the Tender Notice,
- (iii) A copy of this Tender Notice is required to be signed on each page by the contractor/authorised person of the firms.
- (iv) Rates in the prescribed enclosed proforma (Annexure-II)

Note:

- (a) Quotations not furnished in the prescribed form will not be entertained,
- (b) Interested parties may visit the site physically on any working day before submitting their quotations,
- (c) The decision of the Tribunal will be final.

TERMS & CONDITIONS OF CONTRACT

1. Scope of Work:

- (a) Cleaning of premise (including rooms/corridors/floor/lawns/walls/windows/glass frames/ fans/ tables/ chairs/ gates/cabinets/almirahs/ & staircase lobby/partitions etc) in the Tribunal,
- (b) Cleaning of the toilets at least one time, cleaning everyday is required to be done by phenyl similar substance and putting Naphthalene balls, disinfected squares, using harpic for commodes.

2. Operations to be carried out daily:

- (a) Sweeping an all areas specified above,
- (b) Mopping an all areas specified above,
- (c) Dusting of doors, windows, tables, chairs, removing of cobwebs,
- (d) removal of garbage from the office premises to a location designated by the GMC,
- (e) Cleaning of toilets (ladies & gents) twice a day to the entire satisfaction of the in-charge of this office;
- (f) Filling of liquid soap in the containers daily.

3. Operations to be carried out weekly:

- (a) Cleaning of glasses of doors, windows including handles , fans, switch boards etc. by liquid soap/chemical/detergent including removal of cobwebs,
- (b) Washing of glazed tiles of walls, floor marbles, urinal pots, WC Pans, sinks, wash basin and all other fittings and fixtures using disinfectant material like Phenyl, vim, detergent power, acid, liquid soap etc.,
- (c) Putting of sanitary cubes and naphthalene balls in urinal pots/wash basins and air freshener sticks in containers;
- (d) Dusting and cleaning of mirrors, doors, windows and exhaust fans and removal of cobwebs in the toilets,

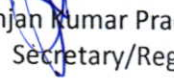
(e) Rubbing and polishing of floor marbles with superior quality polish;

4. General Requirements:-

- (i) The sweeping & mopping of all areas should be completed by 0900 a. m. subsequently by 02:30 P. M;
- (ii) The toilet should be cleaned at least twice daily by 0800 a. m. and 02.00 p.m,
- (iii) Contractor will provide sufficient workers.
- (iv) A penalty @ Rs. 100 for each missing/absent person each day will be imposed on the monthly basis.
- (v) Payment for full day will be deducted if any of the jobs mentioned above is not completed.
- (vi) The Contractor will provide all the sweeping and cleaning materials of standard quality, e.g. Phenol (Bengal Chemical), Naphthalene (Bengal chemical), Harpic (red & blue), Odonil etc. It should be ensured that appropriate cleaning material is used suited for the cleaning of tiles, floors and stone surfaces. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's workers will compensation to be paid by the contractor and to be decided by the Tribunal.
- (vi) The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part .He will vouch for their character and integrity;
- (ix) The contractor will supply fresh set of uniform badges, gumboots to all personnel who shall wear the same while on work and also keep their uniform clean,
- (x) The contractor will not appoint any sub-contractor for the work under any circumstances;
- (xi) Electricity and water will be supplied free of cost but necessary arrangements for lead wire, cable etc., if required shall have to be arranged by the contractor at his cost;
- (xii) The contractor will ensure the discipline and restrict unnecessary movement/assembly of his/her workers in corridors;
- (xiii) Any dispute regarding working hours and compensation if any to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this Tribunal;
- (xiv) The contractor will be liable for fulfilling requirement as prescribed under labour laws and social legislation such as EPF/ESI, Workmen Compensation Act ,Shop and establishment act ,minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges /liabilities to which this Tribunal be held liable in respect of workers employed by him by the authority/court competent for this purpose;
- (xv) The decision of the Tribunal regarding the satisfactory standard of cleanliness shall be final and binding on the contractor;
- (xvi) The payment will be released on monthly basis by e_payment after the work for the month has been completed (alongwith a certificate that payment has been made to all the employees as per Minimum Wages Act) and upon submission of pre-receipted monthly bill by the contractor.
- (xvii) The contract will be valid initially for a period one year. In case the contractor fails to comply with any of the terms and conditions of his contract or commits any breach of contract, this office reserves the right to cancel the contract by giving one month; notice. In that case, the security deposit will also be forfeited;
- (xviii) The contract can be extended further with mutual consent if the service is found to be satisfactory;
- (xix) The interested parties should submit satisfactory performance report covering two years from at least two Governments Departments/PSU, Autonomous bodies having contract and also income tax clearance certificate;
- (xx) The bidder is required to give an undertaking that he is not currently black listed by any Government Department /PSU/Autonomous Bodies.
- (xxi) Sealed Tenders will be received up to 23/03/2020.
- (xxii) T.D.S. as per rules will be deducted from the payment of the contractor.

(xxiv) The authority reserves the right to reject any/all quotations incomplete quotations without assigning any reason;

The interested parties meeting all above requirements may send their quotations in sealed cover which should be super scribed as "Quotations for cleaning and sweeping work of Debts Recovery Tribunal, Guwahati premises" addressed to the Registrar, Debts Recovery Tribunal-I Kolkata at the address mentioned above.


(Dr. Ranjan Kumar Pradhan)
Secretary/Registrar

**Registrar,
Debts Recovery Tribunal
GUWAHATI.**