

Price Rs. 500/- (by cash)

CATEGORY B

SHORT TERM TENDER NOTICE NO.: 3/2018

Tender Form for Horticulture & Housekeeping services

**SHAHEED BHAGAT SINGH
STATE TECHNICAL CAMPUS
NH-95 MOGA ROAD FEROZEPUR (PUNJAB)**

www.sbsstc.ac.in

Date and time for issue of tender form: 23.3.2018 (upto 1.30 p.m)

Date and time for submission of tender form: 23.3.2018 (till 2.30 p.m)

Date and time for opening of tender: 23.3.2018 (at 3.00 p.m)

Above said dates are Extended: upto 29.3.2017

Venue: Venue: Conference Room, D Block, SBSSTC Ferozepur.

**PARTICULARS OF THE AGENCY FOR PROVIDING MANUAL CLEANING &
SWEEPING/SECVANGING AND HORTICULTURE SERVICES.**

1. Name of agency _____
2. (a) Status of Agency _____
(Individual, Partnership
Firm. Ltd Company, Society) _____
- (b) Registration No. _____
(Please attach copy of
Registration Certificate)
- (c) Established in (Year) _____
3. Permanent Address _____
4. Telephone/Mobile _____
5. Fax No. EmMail I.D. _____
6. Authorized Signatory _____
7. P.F Regn. No. _____
(Please attach copy)
8. ESI Regn. No. _____
(Please Attach copy)
9. Service Tax No. _____
(Please Attach copy)
10. PAN No.PF Agency _____
(Please Attach copy)
11. TAN No. of Agency _____
(Please Attach copy)
12. Number of Employees
at present working with Agency.
13. Number of Present Clients with list. _____
14. Turnover of Last Three Years _____
15. Performance Report from Clients _____
(to be attached preferably
from any Star Catering Hotels/Renowned
Institution)
16. Detail of Demand Draft No. _____ Dt. _____
Amount Rs. _____

SIGNATURE OF CONTRACTOR
WITH SEAL

SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

1.0 SCOPE OF WORK

The scope of work shall consist of Cleanliness/House Keeping and Horticulture Services on the college campus, as the case may be. The Contractor may deploy ex-servicemen/or, civilians for these services.

2.0 WAGES

The Contractor should quote service charges (including all types of statutory and non statutory charges, taxes as applicable, cost of uniforms cloth and stitching, administrative and contingent expenses and stationery like attendance registers etc for all employees on duty, as percentage of the total wages payable to staff as per clause 3.9 of Tender Document and will be applicable for the full term of one year of contract. The payment of wages to staff is as per D.C rate Minimum Wages Act 1948 through Bank Account Transfer for the total contract period and shall be his liability. The Contractor shall keep proper record of each person deployed by him like details of wages & the deductions to be made towards the EPF/ESI and other statutory benefits. He MUST submit details of Individual EPF A/C numbers in respect of all the personnels deployed alongwith receipt of payment (complete in all respect) to the college authority, alongwith monthly proof for depositing the employer/employees share in individual account. This must mention the A/C number of employees and their names corresponding to the amount deposited in their name for each month to the college authority, regarding the fact that the due amount has been deposited in their individual EPF A/Cs on or before the 15th day of every month, failing which a penalty @ 5% of total wages alongwith Employer's EPF contribution and employees share of Provident Fund, shall be deducted from his service charges or from the security deposit/bank guarantee with interest @ 12%.

3.0 SPECIAL INSTRUCTIONS

- 3.1 The Contractor has to meet /qualify all the terms & conditions as laid down by labour law. Some of the special requirements & pre requisite are described below here it is important to mention that these are only indicative and not exhaustive.

3.1 PROVIDENT FUND AND STATUTORY BENEFITS

The Contractor shall deduct EPF& other statutory benefits in respect of each worker. As per instructions of Punjab Govt. it is the responsibility of the Contractor to pay the minimum wages payable to each security staff shall be at the rates made applicable by the D.C. /Labour commissioner Punjab.

Ferozepur from time to time, in this regard. The Contractor will deposit, both, Employer's as well as Employee's share of Provident Fund and other statutory benefits to the concerned authority before the due dates. The Contractor is bound to submit a copy of allotment letter of his/her EPFA/C number allotted by EPF Commissioner along with the Tender. **Group Insurance of workers will be done by the Contractor. "on the 1st day of joining, all the workers shall be covered fro Group Insurance of amount minimum Rs. One Lac per worker which shall be applicable from the 1st day of joining, failing which a penalty of Rs. 1000/- per day shall be charged."**

3.2 CONTRACT PERIOD

The contract shall be awarded for a period of one year and successful bidder shall have to render all services from the date fixed by the college positively, failing which his/her EMD will be forfeited and Tender will be allotted to the next lowest bidder. However, the contract may be terminated on giving one month's notice by either side. In case of a breach of the contract, the next lowest bidders in order, who want and desire to be considered, shall not claim their EMD's from the college.

3.3 PAYMENT TERMS

- a) Monthly payment shall be released by the office of the Director on submission of wages bills/invoice duly certified by concerned committee members.
- b) **TDS by the College on all payments to Contractor will be applicable as per Govt. Rules.**
- c) The Contractor shall have to open an account in the local branch of bank located operative in the City and payment shall be released by the college office to the Contractor's account in this bank.
- d) Contractor has to make payments to the hired persons at DC rate through bank transfer by the 10th day of a month positively failing which, a penalty of Rs. 1000/- per day shall be recovered by the college authorities from the service charges or from the Security Deposit/Bank Guarantee alongwith interest of @12% and Director SBSSTC reserves the right to terminate the contract immediately without any notice period.
- e) Contractor will submit the bill by 26th day/or, on the very next working day of each month. Period of payment shall be considered w.e.f the 20th day of the preceding month till the 19th day of the current month.
- f) The successful bidder has to give an "AFFIDAVIT" to this effect at the time of signing of Contract duly attested by the Notary mentioning as under:

"That I shall release the payment to the workers by 10th day of every month from my own pocket by all means failing which, I know, that action as stated in para "3.3D" of tender document no. 1/2017 will be taken against me (contractor).

That I shall submit details of INDIVIDUAL EPF A/C NUMBERS in respect of all the personnels deployed alongwith substantive proof to the college authority, regarding the fact that the due amount has been deposited in their individual EPF A/Cs on or before the 15th day of every month, failing which, payment for next month will be released only after depositing the above said proofs (i.e. submission of EPF receipts, complete in all respect). Failing this, I understand that I shall pay the salary of subsequent months from my own pocket on the 10th day of every month, and the college authority shall release my withheld payments only when I deposit necessary EPF proofs (with name & A/C number of all employees)" " In case of non adherence to above, a penalty of Rs. 1000/- per day will be levied"

3.4 INCOME TAX

Income Tax applicable as per Income Tax Rules shall be deducted at source, from the payments to be made to the Contractor.

3.5 DISCIPLINE & WELFARE OF THE HOUSE, KEEPING/HORTICULTURE STAFF.

- a) For ensuring proper discipline, the Contractor shall be required to keep his own Attendance Register/records prepared for each and every house keeping staff/horticulture staff, which can be

verified/checked at any time by the Director or his nominee. In case of failure to discharge his/her duties as per requirement/directions, negligence of duty, absence from duty, misconduct etc by any worker or the supervisor with the students/staff of the college, the Contractor is bound to promptly withdraw the worker and immediately provide the replacement as desired and directed by the Director or his nominee. In case of failure of Contractor to deploy the agreed man power, the Director or his nominee reserves the right to deduct the double the salary of the worker with requisite skill, which has not been provided by the Contractor.

- b) Discipline/welfare of the housekeeping staff/horticulture staff solely be the responsibility of the Contractor, and any indiscipline/misconduct of the housekeeping staff/horticulture staff will have to promptly attended to, by him/her as desired by the authority.
- c) GST as per rules.

3.6 WEARING OF UNIFORMS & IDENTITY CARDS

- a) All the housekeeping /horticulture staff deployed in this college by the Contractor shall always wear a neat, clean & smart uniform issued by the Contractor at his/her cost. The Contractor shall have to supply kit to his/her personnels with a view to maintain high standards of getup of the workers at all times.
- b) The Contractor shall issue proper laminated Identity Cards to his personnel deployed in this college at his cost who shall always display their Identity Cards while on duty, and **are bound to** hand over their Identity Card to the Director, or any of his nominee upon asking.
- c) The Contractor is bound to give the summer and winter uniform to housekeeping/horticulture staff as per norms of Punjab Govt/or, as decided by the college authorities. Summer uniform must be given at the end of February and winter uniform at the end of September. In case the Contractor fails to issue the uniforms by the 'decided dates' the payment of the uniform will be recovered by the college authorities from his service charges or from Security deposit/Bank guarantee alongwith interest at the rates of 12%.

3.7 AGREEMENT

- a) The Contractor will be required to execute an agreement on a stamp paper (as applicable), which will be arranged by the Contractor himself and is to be signed between the successful bidder and the Director of the SBS State Technical Campus Ferozepur within 07 working days of the issue of work order, or else the contract will be allotted to the next lowest bidder, with forfeiture of E.M.D of the defaulting bidder.
- b) In case any dispute arising between two parties, the Principal Malout Institute of Management and Information Technology, Malout, shall be the Sole and Final arbitrator of the dispute and his decision will be final.
- c) The Contractor is not allowed to remove any person from duty once employed without prior, written permission/consent of the Director or his nominee.

3.8 SCRUTINY of CHARACTER and ANTECEDENTS of HOUSEKEEPING /HORTICULTURE STAFF

The Contractor shall furnish aforesaid verifications by Police/Municipal Counselor/Sarpanch of village, in respect of ex-servicemen (who have retired from active service for more than one year), all malis and safai-workers or any other personnel supplied by him, before the deployment of these persons on the college campus.

3.9 TENTATIVE REQUIREMENT NO.OF PERSONS DC RATE EXPENDITURE OF PERSONNEL PER HEAD FOR THE YEAR

a) HORTICULTURE Staff

| | | | |
|------|--------------|----|--------------------------------------|
| i) | High Skilled | 02 | As per DC rates as applicable |
| ii) | Skilled | 05 | |
| iii) | Semi Skilled | 03 | |
| iv) | Un Skilled | 05 | |

Note: - No supervisory role shall be played by any of the Malis. Total =

B HOUSE KEEPING Staff

| | | |
|------|--------------|----|
| i) | Skilled | 01 |
| ii) | Semi Skilled | 10 |
| iii) | Un Skilled | 07 |

Total Rs.

Rates/Service Charges should be quoted in terms of % of total DC wages rate as per bill to be raised by the Contractor (including that of stitched Uniforms, and commission and any other expenditures etc. complete in all respect).

In figure _____

In words _____

NOTE:

Materials like brooms, phenyls, cotton duster, cleaning brushes, acid, etc., required for house keeping and material required for horticulture like ramba, datri, kassi, and seeds etc., will be provided by the college.

E.P.F. _____

Grand Total: _____

All rates/charges should be mentioned clearly in figures.

The number of personnel can be increased /decreased as per the discretion of the Director or his nominee.

Minimum wages as per DC rates applicable from time to time will be effective. The Contractor is responsible for making the payment accordingly.

3.10 EARNEST MONEY DEPOSIT

Earnest Money Deposit Rs.75000/-(Seventy five thousand only), must be deposited in the shape of D.D, drawn in favour of the Director, SBSSTS, payable at Ferozpur, alongwith the tender. Tenders received without (cash receipt or DD for Rs. 500) and EMD and other relevant certificates as prescribed in the Tender Form, are liable to be rejected.

3.11 SECURITY

The successful tenderers shall deposit a security of Rs. 20 0000/-(Two lac only) in the shape of FDR drawn on any nationalized bank in favour of the Director S.B.S. State Technical Campus Ferozpur within 10 days from the date of bidding failing which his bid will be cancelled and EMD amount will be **FORFEITED without any further**

Notice. The security will be released only after the successful completion of the contract and he will produce "No Due" certificate from college's contract staff working under him during the period of contract.

4.0

4.1 VALIDITY OF OFFER

The offer made must be kept valid for acceptance for a period of 90 days from the date of its Opening, However, the second lowest or for that matter any other bidder, interested in obtaining the tender after a breach/failure of first successful bidder ,will have to give the validity of offer for full year.

4.2 Contractor will submit statement of the deposited amount in the EPF account by 15th of each month.

Final security money will be returned back to the contractor if all the contract employees give affidavit/NOC of receipt of their due amount.

The Contractor must submit EMD of requisite amount in full and copies of Allotment Letter of EPF A/C number, ESI code no./Group insurance Scheme (which is applicable in this Distt.)

copy of PAN card, affidavit regarding making payment and deposition of EPF etc. as sateted in clause 3.3 and list of clients where such type of services had been provided by the firm mentioning total experience.

4.3 The Contractor shall be required to submit the Labour Licence under contract labour act prior to signing the contract document with this college.

4.4 **TENDERS SHOULD BE SUBMITTED IN TWO BID SYSTEM IE. TECHNICAL BID AND FINANCIAL BID.** The tenderer must submit the documents in one sealed envelope marked Technical Bid and the rates in a separate envelope marked Financial Bid dully sealed and signed by the competent person of the firm. The Financial bid shall be opened only when the firm fulfils the requirement for the technical bid.

4.5 Other terms and conditions given, therefore, shall constitute a working part of the order. Contractor will have to put his signature on all the papers of this tender document.

4.6 The Director SBSCET., Ferozepur reserves the right to accept or reject in full or part any or all tenders without assigning any reason thereof contract/agreement.

4.7 The Director Malout Institute of Management and Information Technology, Malout will be the sole arbitrator.

4.8 The contract in respect of all services (i.e House keeping/ Horticulture services) shall be awarded only to **ONE** successful bidder.

4.9 Contractor will abide by all the rules and regulations of labour law including employees Insurance.

5.0 MISCELLANEOUS

5.1 The Contractor would abide by the Rules/Regulations and other instructions issued by the local authorities/State Govt/Labour Department from time to time.

5.2 In case of any theft during the current period of the contract, the Contractor shall be responsible for the same and loss due to theft will be duly recovered from the service charges or from his security deposit /bank guaranty of the Contractor alongwith interest @ 12%.

- 5.3 In case of any damages to the property of the college due to the negligence of the Contractor labour/manpower, the Contractor will have to pay for the losses suffered by the college failing which the losses will be recovered from the service charges or from the security deposit /bank guaranty of the Contractor alongwith interest @ 12%.
- 5.4 The accommodation required for housing of manpower supplied by the Contractor shall be arranged by the Contractor itself.
- 5.5 The Contractor MUST follow the Reservation policy for SC/ST/BC etc. as per Govt. rules.
- 5.6 In case of any Punjab Govt. notification for abolition of contract of House keeping/Horticulture services, the contract shall be terminated automatically with immediate effect.

DIRECTOR

IMPORTANT: CHECK LIST:

Technical Bid: Documents to be enclosed while submitting the tender:

- EMD for requisite amount in full.
- EPF account No. with Proof.
- I/T clearance certificate (if applicable)
- List of Clients
- Letter for Labour License to be submitted while signing the contract
- Copy of **PAN** card of bidder/bidding firm.
- Copy of ESI code no./Group insurance Scheme (As applicable)
- Self declaration regarding submission of Affidavit (in original) regarding payment to the workers and deposition of EPF as per clause 3.3 of this document.
- All rates/charges should be mentioned clearly. Statements like “as per rules/as per Govt. rules” will leads to the rejection of tender bid.
- All papers of tender document are to be signed and stamped by the competent person of the bidding firm.

Financial Bid:

Rates with clear mentioning taxes etc.

- All papers of financial bid should be signed and stamped by the bidder.

In case this day happens a holiday then the tenders will be opened on the next college working day as

per same time schedule. The college will not responsible for any postal delay. Tender documents alongwith specifications and terms & conditions be downloaded from college website www.sbsstc.ac.in. and submitted alongwith DD of Rs. 500/-as tender fee.

Any corrigendum / addendum / corrections, if any shall be published on the website only. The bidders should keep checking the website and follow accordingly till the day of opening of tenders.