

HP TAKNIKI SHIKSHA BOARD, DHARAMSHALA – 176057

TENDER DOCUMENT

H.P. Takniki Shiksha Board invites tender from the Contractors for the cleanliness and sanitation services of office building outer area and guest rooms for a period of one year. Prescribed Tender form and list of terms & conditions can be obtained from H.P. Takniki Shiksha Board, Dharamshala on any working day (10 A.M. to 5 P.M.) by cash payment of Rs. 500/- & by post Rs. 550/-. Tender form duly filled alongwith earnest money Rs. 10,000/- in the shape of FDR/Bank Draft/ Board receipt in the name of Secretary, H.P. Takniki Shiksha Board, Dharamshala should reach on or before 03.12.2020 up to 12:30 P.M. The same shall be opened on the same day at 3:00 P.M. in the presence of the firm/proprietor or their authorized representative who may wish to be present. The Board shall not be responsible for any postal delay. The undersigned, however reserves the right to accept or reject or cancel any or all the tenders without assigning any reason.

The complete tender in all respect must be submitted in the Board Office on or before 03.12.2020 up to 12:30 P.M. which shall be opened on the same day at 3:00 P.M.

The tender is invited for providing services as per the detail of work given below:

Scope of Work:-

DESCRIPTION OF AWARD OF WORKS

(A) In the administrative Buildings and Guest Rooms:

1. Rooms Brooming.
2. Moping
3. Walls, curtains, fans etc. dusting.
4. Removing of Spider nets.

(B) Outer Area:

1. Sweeping
2. Collection of garbage and wastage.
3. Drainage cleaning.
4. Cutting of grass and bushes (once a week)

(C) Residential Colony:

1. Cutting of grass & bushes.
2. Campus brooming & Drainage Cleaning

*Minimum number of persons to be deployed = 02 Nos. (Full Day)

B (i) DUTY SCHEDULE OF CLEANLINESS

Duty Time	Area to be maintained and cleaned	Person
8.30 A.M.	Building No. 1 (Ground Floor)	1 st Person
9.00 A.M.	Chairman Room, Conference Room alongwith gallery of 1 st Floor and Conference Room	
9.30 A.M.	2 nd Floor gallery, All Branches Rooms alongwith Toilet.	
11.00 A.M.	Guest Room	2 nd Person
	Building No. 2 (New Building)	
8.30 A.M.	Secretary Room, Hall, Reception Room	
9.30 A.M.	1 st Floor Gallery	
9.45 A.M.	Deputy Secretary Room, Supdt. Room, General & Establishment Branch Room.	
10.00 A.M.	2 nd Floor Computer Room, Secrecy Room, Conduct Branch Room alongwith Toilet	
11.30 A.M.	(i) Drainage & Campus of the Board Office. (ii) Maintenance of lawn of Board Office	

There should be no blockage in the sanitation such as downpipe of wash basin and bathroom drains.

Note:- Window panel, Fans & Spider Nets will be cleaned weekly.

2nd round of Cleanliness:

1. Toilets & Corridors 12.30 P.M. every day

3rd round of Cleanliness:

1. Toilets & Corridors 03.30 P.M. every day

B(ii) Material to be Provided Monthly for cleanliness

1. Phenyl (ISI Mark) ---10 Litres.
2. Harpic (Toilet cleaner) ---3 bottles (Large)
3. Lyzol (Bathroom cleaner) ---5 bottles (1 Litres.)
4. Soap ---10 pc. (lifeboy/dettol)
5. Bleaching powder --- As required from time to time.

Tools to be provided: (The tools should be available with the workers in working condition)

1. Wipers
2. Dusters
3. Brooms (Hard & Soft)
4. Spider net cleaners
5. Vacuums cleaners
6. Grass cutting machine
7. Bush cutting tools
8. Buckets

Note:- The material will be handed over to the Store Branch/ Incharge Cleanliness within five days of every month.

MONITORING THROUGH CLEANING CHART: The contractor will have to submit daily and weekly job performance card of the works done by the deployed workers as given below:

Daily Chart (Annexed as Annexure-A)

Weekly Chart (Annexed as Annexure-B)

GENERAL CONDITIONS FOR BIDDING:

- (a) **EARNEST MONEY:** An earnest money Rs. 10,000/- (Rupees Ten Thousand Only) shall be deposited in the form of Demand Draft/ to the Secretary H.P. Takniki Shiksha Board Dharamshala, failing which the tender/quotation will be rejected straightway.
- (b) **DETAILS OF WORK:** Tender to be submitted strictly as per the scope of works given above, failing which it will liable to be rejected.

TERMS AND CONDITIONS:-

1. The contractor should be registered and will have at least 03 years satisfactory experience in such jobs as a firm/ proprietor or both.
2. The contractor who will be awarded the contract shall have to deposit a performance guarantee of Rs. 20,000/- as security money in the shape of fixed deposit receipt duly pledged in the name of the undersigned which will be refundable after the over of the contract. Security money in the shape of cash will not be accepted.
3. The cleanliness/sweeping/sanitation work contract will be for a period of one year which will commence from the date of issue of work order and will be extendable for further one year after the satisfaction of qualitative performance of cleanliness of the past one year.
4. The contractor who will be awarded the contract shall have to engage workers for the work of cleanliness regularly and will have to ensure the deployment as per duty roster.
5. The contractor shall be responsible for providing requisite manpower for the proper cleanliness/ sweeping and mopping up to the satisfaction of authorities and in case any deficiency of service is detected/ noticed/ pointed out by the authorities, the same shall have to be attended immediately. The contractor shall also ensure not to repeat such deficiency in future and shall be liable for penal action for repetition of such lapses.
6. The contractor shall have to arrange the consumable materials required for cleanliness and monthly amount quoted by him should be **inclusive of cost** of such consumable material for which no separate claim shall be entertained. The cost of material to be used for sanitation/


cleanliness work should be included in the amount quoted for labour charges etc. The cost of material includes among other things the broom, soap, harpic, detergent, bleaching powder, phenyl etc. The sanitation consumable materials should be of good quality I.S.I. made so that it should not damage the fixtures.

7. The work of sweeping of all rooms/campus of the Office should be completed as per time given in aforesaid table.
8. All the walls/ floor/ staircases, windows fans, mirrors, roof tops shall be cleaned regularly. The wash basin, sink, toilet seats, Bathrooms be cleaned with cleaning solution of good quality to keep clean/ tidy. Cleanliness of sewerage line shall be the responsibility of the contractor.
9. The Board office shall not be responsible for the payment of wages of employees to be engaged for carrying out the work of sanitation/ cleanliness. The contractor shall be responsible for payment of wages to the employees as per wages act in force and rate fixed by the Govt. from time to time. He has to abide by all labour laws/rules.
10. The workers will wear proper uniform as prescribed by the Govt. from time to time with name plate to be provided by the contractor and they will also use all safety precautions regarding their job. As per norms fixed by the pollution control Board for which no additional amount shall be paid by the Board.
11. The contractor shall provide uniform to his staff and ensure that they are well dressed and also carry identity cards with the following details:
 1. Name and address.
 2. Photo
 3. Blood Group
 4. EPF Number
12. In the event of injuries, illness or miss-happening etc. to any worker, the Board will not be responsible for any compensation and it will be the sole responsibility of the contractor for payment of such compensation.
13. If the cleanliness is not be done every day, the minimum penalty @Rs. 500/- per day or any other penalty which will be deemed fit, will be imposed against the contractor and the same will be deducted from the monthly bill. In case of such emergency if the work is got done by other agency/persons, the amount spent on this will be charged from the contractor.
14. In case there is any addition or alternation in the structure of the Board, the contract shall stand automatically included for the cleanliness purpose and no additional claim shall be raised by the contractor.
15. In the case of strike/ tool down agitation by any/ all his workers, the contractor shall be responsible to make alternate arrangement. In case

Board authorities engage the work force in such emergency, it will be at the risk and cost of the contractor.

16. The Undersigned or any other Officer assigned the job will have the right to inspect the work of the cleanliness of the Board and its premises at any time.
17. The Chairman of the Board reserves the right to cancel the contract if the work is not satisfactory. In such an event the security amount deposited as guarantee shall be forfeited and firm will be blacklisted.
18. The contractor shall have to obtain satisfaction sanitation/ cleanliness certificate from the designated Officer of the Board authorized in this behalf by the Undersigned on the basis of daily job chart/ weekly job chart alongwith the monthly bill.
19. The contractor who will be awarded the contract will have to execute an agreement on judicial papers with the Secretary of the H.P. Takniki Shiksha Board, Dharamshala for carrying out the sanitation work on the above terms and conditions.
20. The jurisdiction for the settlement of any dispute arising out of this contract shall be within Dharamshala.
21. The contract documents having cutting/ overwriting shall be initialled by the contractor, otherwise it shall not be entertained and rejected.
22. The Chairman of the Board shall be the sole arbitrator and in case any dispute arising out of this matter, his order shall be final and binding upon all the parties.
23. The superficial tenders will be rejected straightway.
24. The receipt of wages paid to workers should be submitted with the bill of next month to ensure that minimum wages have been paid to the workers.
25. The cutting of the grass, bushes in the Board area as well as residential colony should be done after 15 days by the workers of contractor properly.
26. The above terms and conditions will be treated as part of the agreement.

The contractors can see the Board Office and its premises on any working day.


Secretary,
H.P. Taknik
Shiksha Board
Dharamshala

**PRICE BID FOR CLEANLINESS AND SANITATION SERVICE IN THE HPTSB
DHARAMSHALA-176057**

PARTICULARS	Total Monthly amount quoted in Rs. (for providing manpower & arranging all material as per terms & conditions)
Providing requisite manpower and consumable material and other things as per terms and conditions for cleanliness and sanitation services in the H.P. Takniki Shiksha Board, Dharamshala as per the scope of service/service providers responsibilities for cleanliness and sanitation & Other Terms & Conditions mentioned in tender document.	

Note:- Taxes if any must be quoted separately (non quoting of taxes etc. will be considered as inclusive)

Signature

(with Stamp)