Quotation is invited for service contract for cleaning and housekeeping of Hall-4 and surrounding area on annual basis (details attached in schedule A & B) on or before 09th August, 2019 up to 17.30 hrs in a sealed envelope for the following work:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Job</th>
<th>Completion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>House-keeping of Hall-4 as per attached specification</td>
<td>2 years</td>
</tr>
<tr>
<td></td>
<td>Estimated Cost: 832550/- (Excluding GST, PF, ESIC)</td>
<td></td>
</tr>
</tbody>
</table>

Last date of receipt of sealed quotation: **27th September, 2019 up to 17.30 hrs**

**Earnest Money, EMD** (2% of the estimated value) in original to be submitted preferably in the form of Demand Draft of a Nationalized Bank, issued in favour of Accounts Officer, BARC, Mumbai along with the quotation.

The terms and conditions are given below:

1. Qualifying criteria for bidders:
   1.1 Firms willing to bid for the above mentioned job must have been vetted by the Security Section of BARC.
   1.2 All the supervisors and workers should have valid Police Verification Certificate (PVC). The list of manpower available with firm shall be submitted along with their details of PVC.
   1.3 Workers/labourers given by the vendor should be well experienced in house-keeping jobs.
   1.4 Firm should have at least two years’ experience in house-keeping of chemical plant.
1.5 All workers/labourers of the Vendors/Contractors employed for the execution of job in this tender should have proper Personal Protective Equipment (PPE), the arrangement of which shall be made by Vendor/Contractor.

1.6 Vendors/Contractors currently having assignments within BARC premises will be preferred.

1.7 The past experience of the firm in similar nature in BARC/DAE shall be made available with Work Order copy along with satisfactory completion certificate from the user for completed assignments. Also, the list of ongoing jobs inside BARC premises with expected completion period shall be provided.

1.8 Interested bidders shall contact the undersigned on Phone No. 25593895 (Ext. No.23895) with above mentioned details for getting the Detailed Tender Specifications. It is compulsory to visit the site and collect tender document before quoting. Quotations sent without collecting tender document will not be accepted and will not be considered for opening.

1.9 BARC reserves the right for rejecting the vendors coming for collecting the hard copy of Tender Enquiry if his/her company profile is not found satisfactory and as per our terms mentioned above.

1.10 The quotation envelope shall be superscripted with Description of the job and the Tender Ref. No. as mentioned above. The complete quotation shall reach the following address on or before 27/09/2019 17:30 by Registered Post/Speed post. The quotations will be opened on the next working day in GSS, CC, BARC between 1400 to 1600 Hrs.

Bhaskar Paul
SO/F, HTMDS, MP&CED, BARC, Trombay, Mumbai- 400 085

1.11 All consumable and cleaning accessories shall be supplied to the contractor free of cost. If any cleaning machineries are necessary, same shall also be arranged by HTMDS, MP&CED BARC free of cost.

1.12 The frequency of sweeping and cleaning of floors, sweeping of roads, toilet, etc units, shall have to be carried out as per tender schedule. However, in case of any unusual occurrence of dirtiness and shabby look in any of unit/areas, shall be cleaned urgently by the contractor without any extra payment.

1.13 As per departmental estimate minimum 03 labourers are required to execute the works mentioned in Schedule B. The bidder may take prior appointment to see the area to be maintained cosmetically and clarify all the doubts before participating in the bidding.

1.14 If the contractor engages less than 03 (Three) labourers on any day, Rs.700/- (Rupees Six Hundred Only) per head per day will be recovered as penalty from contractors from quarterly bill.
1.15 The contractor shall pay the minimum wages to the labourers as prescribed by Government of India from time to time in the presence of representative of HTMDS, MP&CED BARC. Therefore the party should quote in such a manner that they should be able to pay the minimum wages to the labourers. That quotation will be rejected technically which quotes lesser amount than the prescribed value set by the Government.

1.16 For carrying out work at higher height suitable life insurance shall be obtained for the working personnel.

1.17 The waste generated after sweeping, mopping of the rooms, toilet blocks etc. is to be removed from the respective rooms/offices, toilets and disposed to the nearest garbage points in tied plastic bags. Also left over food after washing tiffins from the washbasins and other articles kept in dustbins should be disposed similarly on the same day.

1.18 Contractor should maintain labourers’ daily muster roll and it should be available for departmental check all the time. The contractor should submit the daily labour report both in the morning and evening.

1.19 The contractor shall give the labourers suitable uniform/dress, safety gadgets, monsoon gears, identity card to identify their staff by security and other departmental personnel.

1.20 The contractor is required to deposit 5% of contract value towards performance security, as Performance Bank Guarantee (PBG) before commencement of work order or within fifteen days from date of issue the work order whichever is earlier. The performance security can also be accepted in the form of bank guarantee from nationalized bank.

1.21 Security Deposit (SD) @2.5% will be deducted from each bill.

2 Printed Letter Head: Quotation should be printed on the letter head; computer generated quotation is not valid.

3 Validity of the Offer: Validity of the offer shall be for 90 days from date of opening of quotation.

4 Offer of Firm: Offer of those firms, who do not submit their quotation as per the details given in the specification and incomplete quotations in any respect shall not be considered.

5 The department reserves right to extend the date of opening the quotations.

6 If any of the employee, consultant, or partner of the company is an Ex- BARC employee, the same must be stated in the quotation clearly.

7 Note: Earnest Money Deposit, EMD (2% of the estimated value) in original to be submitted preferably in the form of Demand Draft of a Nationalized Bank, issued in favour of Accounts Officer, BARC, Mumbai along with the quotation. The EMD will be returned back to the successful bidder on receipt of PBG (performance bank guarantee) within 15 days from the issue of the work order. Cheque will not be accepted for EMD.
8 GST Number: Quotation shall consist of GST Number registered with concerned authority along with PAN, TDS number etc.

9 Payment Cycle: Payment shall be released quarterly upon submission of the bill in triplicate in prescribed format.

10 Income tax and other taxes, as applicable will be deducted from each bills paid to the contractor.

11 Safety & Security: The vendor shall follow all the safety procedures as per the normal industrial practice during the execution of the house-keeping job at site. Any mishap occurring during the work due to unsafe workmanship shall be the vendor's liability. Security and transportation rules at BARC, Trombay premises shall be strictly followed.

12 Safety guidelines:
It is advised that the contractor shall insure his personnel against this work order through a reputed life insurance company authorized by Government of India.

11 Contractor may include the proposal for extension after the expiry of the work order (2 years) on producing satisfactory performance certificate.

13 Confidential Clauses:
   i. Confidentiality: No party shall disclose any information to any third party concerning matters under this contract generally. In particular, any information identified as "Proprietary" in nature by the disclosing party shall be kept strictly confidential by the receiving party shall not be disclosed to any third party without the prior written consent of the original disclosing party. This clause shall apply to the sub-contractors, consultants, advisors, or the employees engaged by a party with equal force.

   ii. "Restricted information" categories under section 18 of the Atomic Energy Act, 1952 and "Official secrets" under section 5 of the of the Official Secret Act, 1923: Any contravention of the above mentioned provisions by any contractor, sub-contractor, consultant, advisor or the employee of a contractor will invite Penal consequences under the aforesaid legislation.

   iii. Prohibition against use of BARC's name without permission for any publicity. Purpose. The contractor or Sub contractor, consultant, advisor or the employees engaged by the contractor shall not use any public purposes through any media like press, TV, or internet, without the prior written approval of BARC.

(Bhaskar Paul)
SO/F, HTMDS, MP&CED
Materials Group
Ext: 25593895
Specifications for "Cosmetic Maintenance of areas in and Engineering Hall-4, BARC, Trombay."

Item No. 1 - Sweeping & Mopping: The work includes sweeping, mopping and cobweb removal in office space, mezzanine floors, high bay area and other areas of Hall-4. All the above areas of floor shall be swept with soft broom and then mopped manually using well cleaned moist cotton mops dipped in the suitable water detergent/disinfectant. The mopping to be repeated with ordinary water after mop being squeezed before use, dipped in fresh water for every 20/30 sq.m. area of mopping. Mopping shall be carried out in such a way that no marking are seen when the area is dried. The sweeping and mopping of floors shall be carried out one time (one operation) per day on all working days. All consumables, including brooms, cleaning cloths etc. shall be supplied by us free of cost to the contractor.

Collection and disposal of garbage: Garbage including papers, empty glass bottles, cardboard, empty boxes, scrap is to be collected and disposed at garbage points in Hall-4 building one time (one operation) per day on all working days. The total floor area of ~2400 M² (once in a day to be mopped and cleaned)

Item No. 2 - Cleaning of toilet Blocks: This work includes cleaning WCs, latrines, urinals, wash basins, bathrooms, mirrors, floors etc. in the three toilet blocks including removal of chokes. This work includes cleaning of all glazed tiles of walls with suitable cleaning powders/agent, acid etc. and scrubbed with appropriate brush and cleaning with plain water. All stains shall have to be removed in such a manner that no marks are visible. Removal of chokes in wash basins, urinals, outlet point etc. is also included in the scope of this work. Filling of liquid soap to the dispensers attached with the basin are included in the scope of work without any extra payment. Cleaning of toilet blocks shall have to be carried out twice in a day (two operations) on all working days. All consumables like detergent, Harpic, liquid soap etc. shall be supplied to the contractor free of cost by this department.
Total Area 400 M² (Twice in a day).

Item No. 3 - Cleaning of Window glass Panes: This work includes cleaning of window glasses, doors, railings, staircase of Hall-4 building from outside and inside twice in a month by means of wet cloth followed by dry soft duster. The materials liquid soap, dusters, etc. will be supplied by us free of cost.
The total area is ~2400 M² (Two in a month).

Item No. 4 - Sweeping service roads and surrounding areas: The work of sweeping of all surrounding roads and clearing of the Hall-4 involves removal of garbage, unwanted waste, dry leaves etc. by means of soft & hard broom, up-rooting of all wild vegetation, unwanted grass etc. from the roads, footpaths and open drains as & when required. The frequency of sweeping work shall be once in a day on all working days in a year. All waste such collected shall be disposed off at garbage points in Hall-4 immediately after completion of operation.

Bhaskar Paul
SOI/F, HTMDS, MP&CED
Materials Group
Ext. 25593395
## SCHEDULE 'A'

SCHEDULE SHOWING THE MATERIALS TO BE SUPPLIED TO THE EXTENT AVAILABLE BY THE BHABHA ATOMIC RESEARCH CENTRE FOR THE WORK CONTRACTED TO BE EXECUTED

**Name of work:** Cosmetic maintenance of Hall-4

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Approx. Quantity</th>
<th>Unit</th>
<th>Rate at which the material will be charged to the contractor</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hard Broom, Soft broom, Detergent, Liquid soap, Phenyl, Toilet paper, Toilet brush, Squeezer, wiper, Harpic, Dettol, Mop, cleaning powder, Naphthalene balls, Air freshener, Gunny bags, Plastic bags, Plastic bucket, Yellow duster, Floor duster, Dust bins, Coir brush, Steel wool etc.</td>
<td>As required</td>
<td>-</td>
<td>Free of cost</td>
<td>At the site</td>
</tr>
</tbody>
</table>

Bhaskar Paul

SOF, HTMDS, MP&CED