



**Bhabha Atomic Research Centre
Radiological Physics & Advisory Division**

CT&CRS Building,
Anushaktinagar, Mumbai - 400094

Ref: BARC/RP&AD/A-121/2018/1486

Sept. 11, 2018

To:

LIMITED TENDER ENQUIRY

Radiological Physics & Advisory Division (RP&AD), Bhabha Atomic Research Centre (BARC) CT&CRS Building, Anushaktinagar, Mumbai requires services of the contract labour for House keeping services. The office of RP&AD is located on Sion-Trombay Road, adjacent to the AERB office at Anushaktinagar. CT&CRS building is Ground + five stored building. This building is situated on a plot of land admeasuring approximately 4000 Sq/mtr.(including open area + floor area). The contract period will be from 01/11/2018 to 31/10/2019. The estimated cost of the work will be approx Rs.7,81,070/-(Rupees Seven Lakh, Eighteen One Thousand, Seventy only). You should submit Demand Draft Drawn in favour of Accounts Officer, BARC for Rs.18,000/- (Rupees Eighteen Thousand only) as Earnest Money along with the quotation. The successful Tenderer after issue of Work Order shall within 10 days arrange to deposit an amount of Rupees 45,000/- (Rupees Forty Five Thousand only) as Performance Guarantee in the form of Bank guarantee/Fixed deposit receipts of scheduled bank or in the form of Government Securities.

All the quotations should be addressed in the name of Head, Radiological Physics & Advisory Division, CT&CRS Building, AERB Complex, BARC, Anushaktinagar, Mumbai 400 094.

Details regarding Area specification in (Annexure-A). General terms and conditions (Annexure-B), special terms & condition (Annexure-C), pre-Qualification requirement for award of Limited Tender Contract (Annexure-D) & Proforma for quoting rates (Annexure-E) is enclosed. Quotations must reach this office on or before 01/10/2018 **by 1600 hrs.** While submitting quotations, bidders must submit Proforma duly filled in & signed for having accepted the terms & conditions (Annexure-B & Annexure-C) & pre-Qualification requirement (Annexure-D) in one envelope & Financial bid (Annexure-E) in another envelope. The sealed covers should be super-scribed as Quotation/Rates for technical Bids on envelope 'A' and Financial Bid on envelope 'B' for House-keeping Services. Both the sealed covers should be put in a bigger cover which should also be sealed & super scribed. Bidders who do not fulfill the pre-qualification requirement will not be considered. Financial bids of only those contractors' agencies that fulfill the terms & conditions will be opened. The Department reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

**(D.Datta)
Head, RP&AD**

Government of India
Bhabha Atomic Research Centre
Radiological Physics & Advisory Division

NOTICE INVITING TENDER
TENDER NO. BARC/RP&AD/A-121/2018/1486

1. Sealed Tenders are invited for & on behalf of the President of India by Head, Radiological Physics and Advisory Division, Bhabha Atomic Research Centre, CT&CRS Building, Anushaktinagar, Mumbai-400094 from reputed contractor/Service Provider who are fulfilling eligibility criteria for "Providing Cosmetic maintenance service contract for CT&CRS Building, Anushaktinagar, Mumbai for a period of one year from **01/11/2018 to 31/10/2019**.

Commencement of issue of the Tender	: 12/09/2018
Closing date of issue of tender document	: 01/10/2018 at 16:00hrs
Last date for submission of tender	: 01/10/2018 at 16:00hrs.
Date & Time of opening of tenders	: 04/10/2018 at 14:30hrs.
Tender fee	: Nil
Earnest Money Deposit (EMD)	: Rs.18,000/- (Rupees Eighteen Thousand) (Demand Draft to be submitted along with tender documents)
Security Deposit	: Rs.45,000/-(Rupees Forty Five Thousand Only) (Demand Draft to be submitted within 10 days after award of contract)
Payment	: By Demand Draft/Pay Order in favour of Pay & Accounts Officer, BARC
Contact No.	: 25598635/25598626
Fax No.	: 25519209
Email	: rpadoff@barc.gov.in

2. Quotes are to be submitted along with EMD as stated above, without which quote is liable to be rejected.
3. The prospective tenderer may contact over phone nos.25598635/25598626 after dispatching Tender Document by Speed Post and before last date of submission to ensure the receipt of their Tender in this research centre.
4. Tender may be submitted by Speed Post only in a sealed cover super scribed as 'Tender No.BARC/RPAD/A-121/2018/1486, Tender for 'Cosmetic Maintenance Services contract for CT&CRS building, Anushaktinagar, Mumbai 400 094 addressed to Head, Radiological Physics & Advisory Division, BARC so as to reach on or before 01/10/2018 before 1600hrs.
5. BARC reserves the rights to reject any or all tenders in part or full without assigning any reasons whatsoever.
6. Location, Eligibility conditions for tenders, instruction to the tenderers, terms and conditions etc. are as per Annexure- A to E attached.

(D.Datta)
Head, RP&AD

Government of India
Bhabha Atomic Research Centre
Radiological Physics & Advisory Division

TENDER DOCUMENT

FOR COSMETIC MAINTENANCE SERVICE CONTRACT FOR
CT&CRS BUILDING, ANUSHAKTINAGAR, MUMBAI
FOR PERIOD OF ONE YEAR FROM 01/11/2018 TO 31/10/2019

TENDER NO.BARC/RP&AD/A-121/2018/1486

PLEASE SUBMIT BY SPEED POST ONLY SO AS TO REACH
HEAD, RADIOLOGICAL PHYSICS & ADVISORY DIVISION,
BARC ON OR BEFORE 01/10/2018 BY 16:00 HRS.

1. **Location** : CT&CRS Building, Anushaktinagar, Mumbai 400 094.

2. **Eligibility Conditions for Tenderers**

The Tenderer should submit:

- a) Certified copy of Income Tax returns for the last 3 financial years.
- b) Necessary registration number from authorised authorities for running the house keeping contract.

3. **Instruction to the Tenderer**

- a) The contract shall be awarded initially for a period of One year commencing from **01/11/2018 to 31/10/2019.**
- b) The tender must reach Head, Radiological Physics & Advisory Division, BARC,CT&CRS Building, Anushaktinagar, Mumbai 400 094 on or before 31/10/2018 by 16:00 hrs and must be sent by Speed Post in a sealed envelope on which the Tender number and the subject matter of the tender must be indicated. Tender received on or before due date and time for submission of tenders will be opened at Central Complex in the presence of AAO, GSS, Accounts Division, BARC on 04/10/2018 at 14.30 hrs.
- c) The tenderer should confirm the receipt of the quotation by contacting on Telephone nos. 25598635/25598626 before the time scheduled for receipt of the Tender.
- d) The tenderer should append his signature with seal and Name on the Tender to be submitted by him.
- e) Tender should invariably bear registration number allotted by the GST authority, PAN no. of the firm, GST No. etc. Contractors are also required to sign each page of Tender Document of Bid.
- f) Tenders received late on account of any reason whatsoever or received incomplete are liable to be rejected.
- g) The acceptance of the tender rests upon the undersigned with a right to reject or to accept any or all tenders without assigning any reason.
- h) The prospective contractor for the above work should engage adequate staff for smooth running of the cleaning work and also ensure that those employees possess necessary Police Verification Certificate(PVC), for entry in BARC premises issued by Office of Commissioner of Police, Mumbai/Navi Mumbai.
- i) The Tenders with pre-requisite eligibility and qualifications are advised to inspect and survey the sites and its surroundings upon the approval of the Competent Authority i.e. Asstt. Personnel Officer, RP&AD and satisfy themselves before submitting their tender.
- j) The Tenderer shall pay the minimum wages to the labourers as prescribed by Government of India from time to time.
- k) The payment to the labourers shall be distributed in the presence of the Asstt. Personnel Officer, RP&AD Contractor will be liable to maintain proper records of wages payment which should be submitted to the office of undersigned periodically.

The Tenderer is required to note that as specified under clause 45 of Section III – Conditions of Contract the Contractor has to comply with the provisions of the ‘Contract Labour (Regulation & Abolition) Act 1970’ and rules of orders issued there under from time to time. As per para V(a) under Clause 25 of the said Act and Control Rules, it is obligatory on the part of the Contractor to pay wages to the labour employed by him on the work site in the presence of Asstt. Personnel officer, RP&AD. Designated Officer shall record under his signature a certificate at the end of the entries in the Register of Wages or the Register of Wage-cum-Muster Roll, in the following form :

‘Certified that the amount of Rs. _____ has been paid to the workman concerned in my presence on _____ at _____.’

- l) The Contractor will maintain all registers under the said Act. The said Registers, records shall be made available to us for inspection as and when required.
 - m) The contractor should be registered with **GST** purpose and the Registration number should be furnished along with documentary evidence.
 - n) The Tenderer is required to submit Tender along with EMD for Rs.18,000/- (Rupees Eighteen Thousand only) in the form of Demand Draft or Banker's Cheque or Pay Order of a scheduled bank or the State Bank of India in favour of "Pay & Accounts Officer, BARC". The EMD will be adjusted against Security Deposit for the successful bidder.
4. Acceptance of Bid
- a) Acceptance of bid by BARC shall be communicated to the Tenderer by work order. Failure and negligence to accept the 'Work Order' on the part of the Tenderer shall entitle BARC to forfeit the Earnest Money Deposit (EMD) submitted by the Tenderer. The decision of BARC, in this regard shall be final and binding.
 - b) No intimation shall be sent to the unsuccessful Tenderers. However, the EMD shall be refunded without interest to the unsuccessful Tenderers.
5. Security Deposit (SD)
- a) The successful Tenderer, after issue of Work Order shall within 10 days arrange to deposit an amount of Rs. 45,000/- (Rupees Forty Five Thousand Only) as performance guarantee in the form of Bank guarantee/Fixed deposit receipts of scheduled bank or in the form of Government Securities.
 - b) The sum already deposited as Earnest Money Deposit submitted in the form of Demand Draft will be adjusted against Security Deposit.
 - c) If the successful tenderer, fails to furnish the prescribed performance guarantee on or before stipulated dates of commencement, the President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if this successful tenderer, fails to run the contract work within the stipulated time, the President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the Security Deposit absolute.
 - d) The Security Deposit(SD) kept with BARC shall not bear any interest. The SD shall be refunded to the Contractor after satisfactory completion of the contract based on certification done by BARC
 - e) The Contractor's Security Deposit of Rs.45,000/- (Rupees Forty Five Thousand only) will be liable for forfeiture in case of premature termination of Contract by the Contractor without giving due notice, and /or in other cases of termination by BARC for any reason amounting to breach of contract by the Contractor or any other grave misconduct. However, on completion of the Agreement satisfactorily, the security deposit will be refunded to the Agency after the successful completion of contract on receipt of final clearance of all dues and statutory obligations.
 - f) BARC reserves the right to recover/adjust any amount which may be due from the contractor from their earnest money, security deposit against any payment due to them from BARC.

6. Payment of charges/remuneration

BARC shall not be responsible for any amount due to the Contractor from any person(s) in respect of services provided by the Contractor to realize the dues from individuals.

If the Contractor delays, neglect or refuses to render and provide services in accordance with the terms of this agreement, the BARC shall be within its legal right to determine the contract and forfeit the Security Deposit. The decision of BARC in forfeiture of Security Deposit shall be final and conclusive.

It shall be the responsibility of the Contractor to render the services as specified by BARC or as specified from time to time.

7. Staff

The Contractor shall provide full particulars and other details of the person(s) to be deployed in CT&CRS Building, Anushaktinagar on regular basis.

- a) The Contractor shall engage only such persons who are disciplined, careful, good character and medically fit and are above 18 years age.

8. Security Regulations

- a) The Contractor has to follow strictly the security regulations prevailing in the areas from time to time, especially in regard to the working hours, movement of materials and entry permits. All the workers of the Contractor should be in a possession of identity cards (to be arranged by the contractor) in order to ensure that unauthorized persons do not enter into the work site. Any breach of regulations will be viewed seriously.
- b) Entry permits will be issued in favour of the Contractor and his employees based on applications made to the concerned authorities. For this purpose the Contractor will be required to produce Police Clearance Certificate (PCC) for himself and his employees/workers along with the said application. Police Verification Certificate (PVC), thus submitted with respect to an individual will be treated valid only for three year from the date of issue and on expiry of three year period a fresh police verification certificate will have to be produced.

9. Termination

- a) BARC shall have the right, any time during the duration of the contract to suspend, terminate or cancel the services of the Contractor by giving written notice of not less than 01 month to the Contractor.
- b) In the event, the contract is terminated due to reasons of unsatisfactory performance, negligence, BARC shall be free to forfeit the Security Deposit fully or partially.
- c) In the event, if contractor desires to discontinue the contract before the end of contractual period, a 3 months written notice will be given by the Contractor.

10. Payment of Taxes, Other Levies & Travel Expenses :

The Contractor shall ensure compliance of all statutory obligations, viz. payment of wages/salary to the workers engaged by him on regular and timely basis (by 7th every month) and any other amounts including any Statutory Dues, charges, taxes and levies payable as per the relevant statutes applicable and subsequent amendment thereof and same should be the sole liability of Contractor and BARC will not be liable in any circumstances whatsoever. The Contractor shall comply with the provisions of Maharashtra shops & Establishment Act., Employees State Insurance Act, Employee's Compensation Act, payment of Minimum Wages Act, the Employees Provident Fund act 1952, the Payment of Bonus Act, the Industrial Disputes Act, the Payment of Wages Act, Contract labour (Regulation & abolition) Act 1970, as amended from time to time, and/or any other rules, regulations and / or statutes that may be applicable to the workers of the contractor. Default on this account shall be deemed as sufficient ground for termination of the agreement. The Contractor shall submit proof of disbursement of wages, challan of EPF/ESI deposited with the concerned departments each month.

11. Insurance

The Contractor shall take and maintain all necessary Insurance at his own cost. The Contractor shall provide at own cost and risk the personal accident insurance for the Contractor's staff to cover any risk arising out of and from the work and services performed under this contract. The Contractor will keep BARC fully indemnified from and against all claims, costs and charges arising out of personal injury to their employees and the Contractor will be solely responsible to meet such claims and shall keep BARC indemnified at all times against all such claims Costs, charges and Expenses arising out of such claims.

12. Confidentiality Clause :

- a) No Party shall disclose any information to any third party concerning the matter under this contractor generally. In particular, any information identified as "Proprietary" in nature by the disclosing party shall be kept strictly confidential by the receiving party and shall not be disclosed to any third party without the prior written consent of the original disclosing party.
- b) This clause shall apply to the Sub-contractor, Consultants, Advisors or the employees engaged by the party with equal force.
- c) 'Restricted Information' categorized under Section 18 or the Atomic Energy Act 1962 and 'Official Secrets' under Section 5 of the 'Official Secrets Act 1923'. Any contravention of the above-mentioned provisions by any contractor, sub-contractor, consultants, adviser or the employees of Contractor will invite penal consequences under the aforesaid legislation.
- d) Prohibition against use of BARC's Name without permission for publicity purpose

The contractor or sub-Contractor, Consultants, advisors or the employees engaged by the contractor, shall not use BARC's name for any publicity purpose through any public media like press, radio, T.V. or internet without prior approval of BARC.

13. BARC's Rights:

BARC reserves the right for the following:

- a) Rejection of the offer without assigning any reason whatsoever.
- b) Rejection of offer if found incomplete with regard to the required information regarding scope of work.
- c) Review of the services performed by the Contractor and ask for any clarification and changes/modifications to the services performed by the Contractor. Such changes shall be mutually discussed and agreed upon between APO, RP&AD and the Contractor and the same shall be incorporated by the Contractor in the work without any dilution of the responsibility of the Contractor.

14. Serving of notices:

Any notice(s) by the parties, shall be deemed to have been given if served personally or by registered A/D. The address of BARC for serving notices is: Head, Radiological Physics & Advisory Division, Bhabha Atomic Research Centre, CT&CRS. Building, Mumbai 400 094, Telephone No.022-25598635/ 022-25598626.

ANNEXURE-A

Sr.No.	Description of items
01.	<p>Sweeping and mopping of entrance steps, including parapets, reception area office rooms, equipment rooms, stationery room, officers rooms, auditorium and lecture halls, Loft area(daily) Shifting and rearranging of furniture for the purpose of cleaning as and when instructed. Emptying of waste basket/bins & disposal. Disposal of debris & other articles(daily). Dusting and cleaning of office furniture such as tables chairs, sofas, telephone instruments fire fighting equipments. General house keeping around the building including removal of dead animals to municipal garbage collection point.</p> <p>Shifting of furniture and other items/ stores material from one place to another / Miscellaneous services such as serving of drinking water/refreshments during meetings etc. as required /instructed by the administration.</p>
02.	<p>Ground + 5 floors area = 2286 Sq mtrs.</p> <p>Cleaning of staircase, Lift area and passage area, cooler area – daily</p> <p>Cleaning of emergency stair case</p> <p>Dusting of curtains, cleaning of carpets</p> <p>Cleaning of exterior side of the window glass panels(ground +5 floors) (once in two months)</p> <p>Cleaning of exterior and interior side of fixed glass panels in lobby area of the building.(once in six months).Sweeping open space like roads courtyards, car parking areas, areas around building sheds and Structures-including removal of spilled oil, lubricants etc., bird droppings, animal wastes, spits, cleaning of wild grass around the building</p>
03.	<p>(area 1509 sq mtrs.)</p> <p>Cleaning of WCs, urinals, wash basins bathrooms, Mirrors, other fixtures and removal of chokes in</p> <p>Wash basins, of 12 toilet blocks (Twice in a day)</p> <p>(Ground + 5 floors)</p> <p>(area 205sq.mtrs.)</p>

FLOOR WISE DISTRIBUTION OF SPACE AT CT&CRS BUILDING

Ground Floor	Rooms for Security, Drivers, Telephone Exchange, Auditorium & Lobby RP&AD : 188.10 Sq. meter
First Floor	RP&AD : 234.72 Sq. meter 150.00 Sq. meter (new wing)
Second Floor	RP&AD : 278.09 Sq. meter H.P.D. : 150.00 Sq. meter(new wing)
Third Floor	RP&AD : 278.09 Sq. meter H.P.D. : 150.00 Sq. meter(new wing)
Fourth Floor	RP&AD : 278.09 Sq. meter H.P.D. : 150.00 Sq. meter(new wing)
Fifth Floor	RP&AD : 278.09 Sq. meter H.P.D. : 150.00 Sq. meter(new wing)

SUMMARY:

(Area in Sq. meter)

FLOOR	RP&AD	H.P.D.
Ground	188.10.	Auditorium
First	384.72	-
Second	278.09	150.00
Third	278.09	150.00
Fourth	278.09	150.00
Fifth	278.09	150.00
TOTAL	1685.00	600.00

ANNEXURE-B

GENERAL TERMS AND CONDITIONS

1. The service providers are required to submit the complete Rates/Quotations only after satisfying each and every condition laid down in the Annexure enclosed.
2. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out & signed with date. In case of discrepancy between the words and figures, the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
3. Rates/Quotations should be submitted and signed by the firm with its current business address and contact number.
4. The Service Provider should satisfy themselves before submission of the Rates/Quotations to RP&AD, BARC that they meet the qualifying criteria and capability as laid down in the Annexure.
5. The Service Providers must comply with the Rates/Quotations, specification and all terms and conditions of the contract. No deviation in the terms and conditions of the contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by RP&AD, BARC.
6. The Service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
7. It is made clear that the engagement of the service provider does not in any way consider any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. office.
8. In case more than one firm quotes the same rates the weightage shall be given to the bidder as follows:
 - a) First preference/weightage shall be given to the firm having more experience satisfactorily performing house keeping services.
 - b) If there is a tie even after considering the above criteria (first preference/ weightage shall be given to the firm having more volume of average turn over for the last three years.)

Note: The house keeping agency shall quote their bid for per operations on daily basis and not on number of persons to be deployed or per person basis.

We agree to the above terms and conditions.

Signature of the
Service Provider with Date _____

Name of the Firm _____

Seal _____

SPECIAL CONDITIONS OF CONTRACT FOR THE EXTERNAL/INTERNAL
CLEANING WORK OF CT&CRS BUILDING, ANUSHAKTINAGAR.

Period of Contract : Twelve months from 01/11/2018 to 30/10/2019.

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1. If the performance of the contractor is found unsatisfactory by the officer-in-charge, the contract may be terminated at any time during the contract period without notice. No claim or compensation, whatsoever, on this ground shall be liable to be entertained.
 2. The Contractor's workers shall commence the sweeping, cleaning and removal of garbage from 09.00 am (onwards) and shall complete the first round of sweeping and cleaning of the internal/external areas by 10.00 am. The normal office hours will be from 09.00a.m. to 05.30p.m.(Mid general shift) and 09.45a.m. to 06.15pm (2nd General shift) excepting Saturday, Sunday and public holidays.
 3. The Contractor shall keep adequate number (i.e. 03 labourers + 01 supervisor) of well experienced and trained workers as per requirement.
 4. The Contractor shall ensure that at all times, the workers appointed by him to serve in the premises are physically fit and free from any disease, injury or illness, contagious or otherwise, in order to ensure that healthy, hygienic and clean services are maintained.
 5. The contractor shall ensure that the persons appointed or to be appointed by him for service in the premises, are not liable for any legal disqualification for service by reasons of his/her age or any law or statutes in force from time to time or any other reasons whatsoever.
 6. The contractor shall verify the character and antecedents of the workers employed by them. All the persons/ labourers being employed by the contractor shall have **a valid police verification Certificate without which entry into our premises will not be permitted.**
 7. The Contractor's employees shall be liable to search by the departmental security and shall have to strictly observe the directions relating to cleanliness, behavior and politeness while dealing with the employees of this Department.
 8. If this Department is not satisfied with the service or conduct of any of the workers of the contractor for any reason, whatsoever, they shall be removed from the premises immediately.
 9. No employee of the contractor shall be allowed to stay in the premises outside the authorized working hours.
 10. All the labourers shall be available on the respective floors during working hours except during lunch break.
 11. The contractor shall comply with all the Central, State and Municipal laws and rules and shall be solely responsible for complying with provisions of the Contract Labour (Regulation & Abolition) Act 1970, and rules there under and any other enactment, that may be applicable including the ISI Act, the Payment of Wages Act 1935, the Factories Act, 1948, the Workmen's Compensation Act, 1923 or any other applicable legislation and the Municipal bye laws or other Statutory Rules and regulations whatsoever. In so far as these are applicable, any obligations, financial or otherwise imposed under any statutory enactment rules and regulations, there under shall be the sole responsibility of the contractor.
 12. The contractor is required to make the payment of wages & remittances of PF,ESIC etc in the prescribed format and copy of the same may be forwarded along with the challans at the time of settlement of bills.
 13. Income-tax deduction if any, at the applicable rate will be made from the Contractor on monthly basis.
 14. Weekly off as approved by the officer-in-charge shall be allowed to all the labourers employed by the contractor.
 15. If any particular item of work is not carried out by the contractor, proportional recovery for the same will be made from the contractor's bill and the decision of the officer-in-charge in this respect will be final and binding on the contractor.
 16. The contractor shall maintain an attendance register for the workers employed by him and ensure regular attendance to work by all the workers employed. This department reserves the right to make deductions twice as penalty from the charges payable to the contractor in the event of incomplete or unsatisfactory work due to insufficient attendance of workers employed.
 17. Adequate equipments such as hand carts, baskets, buckets, mops, brooms etc. required for the cosmetic maintenance shall be provided by the department.

18. The contractor's authorized representative should contact the officer-in-charge for compliance of his directions as per terms of contract.
19. The contractor shall be liable to pay the cost of any fittings or fixtures damaged by his workers.
20. The contract shall automatically come to an end on the expiry of the period of 12(Twelve) months from the date of commencement of the work.
21. The officer-in-charge for this work shall be Asstt. Personnel Officer, RP&AD, BARC.
22. The payment will be made only through ECS. Name & address of the party's Bank, Account Number, IFS code, MICR no. which appears on cheque leaf, PAN Number & GST registration number should also be quoted on the bill.
23. The certificate regarding payment of minimum wages paid to labourer may be enclosed while submitting the bill. Bill may be submitted as per the specification/Scope of work.

MISCELLANEOUS CONDITIONS

1. Manpower require for execution of the entire work including transport shall be arranged by the contractor. In case a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman in his place.
2. The contractor shall on award of the contract furnish the list containing names and addresses of the workman sent to the CT&CRS building for housekeeping services.
3. The services provided by the contractor shall be to the satisfaction of the Division.
4. The contractor shall have no claim against the Division in respect of any work which may be withdrawn.
5. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of the Division. The personnel will render services every day except Saturdays, Sundays and Public Holidays.

OTHER CONDITIONS

- i) The service provider has to provide Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
- ii) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider
- iii) That the service provider will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislation as applicable to it from time to time including Minimum Wages Act. Employees Provident Fund ESI Act etc and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation. The service provider will require to provide particulars of EPF,ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
- iv) Payments to the service provider would be made only after the receipt of satisfactory certificate from Head of office respective formation/premises. In case of unsatisfactory performance of work or partial completion of work on any day/period, no charges would be paid for that day/period.
- v) The service provider shall be contactable at all time and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- vi) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.

- vii) The service provider shall keep this office fully indemnified against any such loss or damage. Any accident/casualty occurred during the course of working to any staff engaged by the service provider shall be borne by firm and this office will no way be responsible for it or any other clause mentioned above.
- viii) The contract will be valid for one year period. The rates quoted by the service provider shall be fixed for contract period and no request for any change/modification shall be entertained before expiry of the period of contract. Any statutory increase in wages/DA etc. is to be absorbed by the service provider.

EPF and ESI contribution to be paid for personnel employed by contractor shall be responsibility of contractor.

TERMS OF PAYMENT

1. The contractor will submit the quarterly bill for reimbursement in duplicate enclosing certificates as indicated below, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.

‘Certified that the amount of Rs. _____ has been paid to the workman concerned in my presence on _____ at _____.’
2. The contract shall make regular and full payment of labour charges, salaries and other payment as per the labour laws to his personnel deputed under service contract and furnish necessary proof whenever required.
3. Actual deployment of personnel and their attendance.
4. Proof of payment made to your personnel for previous months.
 - i) Proof of challan /receipt issued by Regional Provident Fund Commissioner(RPFC) etc. for the payment made towards applicable provident fund & ESI for the previous month.
 - ii) The Accounts Officer, BARC shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of contractor.
 - iii) The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by contractor and amount deducted from salary/wages of deployed personnel towards their contribution to provident fund.
 - iv) In case, the Division receive any complaint regarding non-payment of wages to your personnel the amount payable to these personnel will be recovered from your bill and paid to such personnel.

PENALTIES:

- i) Contractor will attract a penalty proportionately, per person, in case the person fails to carry out the house keeping services due to his absence or any other reason.
- ii) In the event of failure in maintaining the house keeping services on any day upto the desired standard, in part or full, the contractor is liable to penalty proportionately per day, which shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Divisions will be final and binding on the contractor and shall not be subject to dispute or arbitration.
- iii) Contractor shall ensure that peace and order is maintained in the premises.

SPECIFICATION AND SCOPE OF SERVICE

A: DAILY CLEANING

1. Sweeping and mopping of entrance steps, including parapets, lounge (reception area) with detergent.

No. of operations in a day : 2 (Two)

Specifications : Sweeping with soft broom, mopping with solution of water plus dettol/detergent – mopping to be repeated with mop using plain water.

2. Dusting of entrance doors, entrance lights/fixtures (using : duster-ordinary)

No. of operation: One per day

3. Sweeping open space like roads courtyards, car parking areas, Security guard house, areas around buildings sheds and structures – including removal of spilled oil, lubricants etc. bird droppings, animal wastes, spits etc.

No. of operation: One per day

Specification: Sweeping with hard coconut straw broom, removal of spillage of oil etc. using dry sand, removal of spits etc. by water.

4. Sweeping and cleaning including mopping of floors of internal area – office rooms, halls, record rooms, equipment rooms, stores, stationery room, printing room and officers rooms.

No. of operation: One per day.

Specification: To be swept with soft broom first. All fans including exhaust fans, air-conditioning units to be switched off before sweeping. The entire area to be mopped using hand operated cotton mop of standard size by dipping in water detergent solution. The mopping to be repeated with ordinary water, the mop being squeezed before use – dipped in fresh water for every 200 -300 Sq.ft. of mopping- mopping should be done in such a manner that no markings are visible when the area is dried.

(Before sweeping – all waste papers, baskets to be emptied and the water collected for disposal).

5. Sweeping/dusting etc. of verandas, vestibules and staircases and cleaning of particles/fixtures therein such as fire fighting equipments.

No. of operation : One per day.

6. Cleaning of latrines, toilet blocks, wash basins, urinals, passages thereto, mirrors and other fixtures.

No. of operation : Twice a day (Morning & Afternoon).

Specification : a) toilets and urinals and glazed or ceramic tile portions to be made wet first, application of suitable cleaning powder/cleansing agent and be scrubbed with appropriate brush. If the surfaces glazed/plated should first be applied with a thin paste of cleansing powder/agent should be uniformly applied on the surface and rubbed uniformly with the help of a cotton waste/plastic brush / soft sponge.

7. Separate mops shall be used for cleaning the floor areas and Toilet areas.

8. Dusting and cleaning of office furniture, such as tables, chairs, sofas, cabinets, cupboards, partitions, decorative wooden paneling, grills, counters, flower plants/stands/pots, name boards etc.

No. of operation: One per day

Specification: Use of cotton duster ordinary.

9. Dusting/cleaning of office equipments, fixtures such as computers, printers, telephone instruments, photo-copying machine, air conditioning units door mats etc.

No. of operation: One per day

Specification: Dusting to be done carefully using a soft duster, cleaning of telephone instrument by using a damp duster (with solution of water and dettol). Doormats to be taken out to the open and dust removed by striking it on floor and placed at its original place.

10. Dusting and cleaning of lecture halls and auditorium furniture – daily.

11. General cleaning of built in storage area below and above windows using soft broom – daily

12. Dusting and cleaning of furniture of auditorium and lecture halls.

13. a. All waste materials collected (which have no disposable value, as to be determined by the competent authority), as a result of the cosmetic maintenance, are to be disposed off, as may be instructed by depositing at the nearest Municipal Garbage, point or by incineration as per instructions to be given and precautions to be taken or by other mode. (For disposal at the nearest Municipal Garbage point – appropriate type and size of baskets may be used.)

b. All materials collected as waste (which have some saleable value, such as empty cartons, packing cartons, broken furniture, burnt out tube light/bulbs worn out parts of equipments etc.) are to be collected and deposited at place earmarked in the manner instructed from time to time.

14. Filling liquid soaps in containers provided near wash basins.

- i) Adequate quantity of liquid soap solution to be filled in each of the containers fitted near wash basin (quantity will be specified)
- ii) Toilet tissue rolls to be provided periodically/wherever needed in European W/Cs.
- iii) Naphthalene balls of specified quantity to be put at the urinal outlet point in the toilet blocks weekly once.

15. Removal of cob webs from ceiling, wall joints, fans etc. using soft broom or dry cotton.

16. Dusting of curtains using dry cotton.

17. Removal of chokes in the wash basins, urinals outlet points as a result of matters such as cigarette/biddy butts left over of eatables due to washing of Tiffin boxes etc.

B. WEEKLY CLEANING

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1. Window A/C Units: Front side cleaning with dry soft duster, back side : remove cob webs, creepers from window A/C Units/split A/C units and maintaining the area near A/C Units clean.

2. Scrubbing of skirting, window sills, grills, toilet exhaust fans etc

Operation: One

Specification: Using a hard brush (nylon) with teepol or other cleaning agent – remove dirt using cotton – clean with ordinary water by duster.

3. Glasses of CT&CRS building shall be cleaned once in a week and its rates shall include in the area mentioned above.

4. Cleaning emergency stair case.

Operations: One

Specification: Sweeping with soft broom, mopping with solution of water plus
dettol detergent – mopping to be repeated with mop using plain
water.

4. Cleaning the carpet using vacuum cleaner.

5. Cleaning of the water filters.

C. MISCELLANEOUS JOBS

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1. **Shifting and rearranging of furniture for the purpose of cleaning as and when instructed.**
2. **Collection of liquid soap and phenol on monthly basis as per requirement from RP&AD stores as and when required.**
3. **General house keeping around the building including removal of dead animals to municipal garbage collection point.**
4. **Shifting of furniture and other items/stores material from one place to another / Miscellaneous services such as serving of drinking water/refreshments during meetings etc. as required/Instructed by the administration.**

CHARGES AND PAYMENTS

Bills chargeable to the Divisions shall be paid after every quarter month of service rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the Division reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions.

Signature of the service Provider with Date _____

Name of the Firm _____

Seal _____

UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this Limited Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Service Provider with date :

Name of the Firm

Address of the Firm

Seal

Declaration

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

Signature of Authorized Signatory with date

Annexure -D

PRE-QUALIFICATION REQUIREMENT FOR AWARD OF CONTRACT FOR COSMETIC MAINTENANCE FOR CT&CRS BUILDING, ANUSHAKTINAGAR.

1	Name of the Organisation/Firm	
2	Name(s) of the Proprietors/Directors	
3	Registered Address	
4	Telephone Nos. Fax No.	
5.	Whether firm is registered & license holder under contract labour (Regulation & Abolition) Act	
6.	Registration No. of the Firm(Copy to be enclosed)	
7.	Permanent Account Number of the Firm(PAN)	
8.	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9.	Provident Fund number allotted by Regional Provident Fund Office	
10	ESI Registration No.	
11.	Details of GST Registration along with evidence	
12	Total Staff/Workers of the Firm	
13.	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during the last five years (Please attach the job order/service certificate from Govt.Office/Public Sector)	
14	Rate quoted complies with Minimum wages Act of Govt and should be as per the office of the Deputy Chief Labour Commissioner(Central), Mumbai	
15	Last three years Audited statement from Chartered Accountant	
16	List of clients indicating quantum of work executed with them	
17	Length of experience in the field	
18	Whether firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owners/partners anywhere in India (If no, a certificate is to be attached in this regard.	

Signature with Date : _____

Name of the Firm _____

Seal

Detailed estimate for “Cosmetic maintenance of CT&CRS Building, Anushaktinagar, Mumbai.”

A	B	D	E
Sr. No.	Description of items	Rate/Amount Estimation for per operation on daily basis	Amount per Year (Rs.) +GST D x 260 operations
01.	<p>Sweeping and mopping of entrance steps, including parapets, reception area office rooms, equipment rooms, stationery room, officers rooms, auditorium and lecture halls, Loft area (daily) Shifting and rearranging of furniture for the purpose of cleaning as and when instructed. Emptying of waste basket/bins & disposal. Disposal of debris & other articles (daily). Dusting and cleaning of office furniture such as tables chairs, sofas, telephone instruments fire fighting equipments. General house keeping around the building including removal of dead animals to municipal garbage collection point.</p> <p>Shifting of furniture and other items/ stores material from one place to another / Miscellaneous services such as serving of drinking water/refreshments during meetings etc. as required /instructed by the administration.</p> <p>Ground + 5 floors area = 2286 Sq mtrs.</p> <p>Cleaning of staircase, Lift area and passage area, cooler area – daily</p> <p>Cleaning of emergency stair case</p> <p>Dusting of curtains, cleaning of carpets</p> <p>Cleaning of exterior side of the window glass panels(ground +5 floors) (once in two months)</p> <p>Cleaning of exterior and interior side of fixed glass panels in lobby area of the building.(once in six months).Sweeping open space like roads courtyards, car parking areas, areas around building sheds and Structures-including removal of spilled oil, lubricants etc., bird droppings, animal wastes, spits, cleaning of wild grass around the building (area 1509 sq mtrs.)</p> <p>Cleaning of WCs, urinals, wash basins bathrooms, mirrors, other fixtures and removal of chokes in Wash basins, of 12 toilet blocks (Twice in a day) (Ground + 5 floors) (area 205sq.mtrs.)</p> <p>Total Area 2286+1509+205 Mtrs=4000 Mtrs.</p>		

The bidder is requested to quote for 260 days in a year which may vary depending upon the working days/Public Holidays. Payment will be made based on as per operation.

The cleaning material shall be provided by the RP&AD, BARC for the entire period of contract therefore, the house keeping Agency shall quote their bid keeping in mind of the same for which proper inventory is required to be maintained & submitted on monthly basis.

Certified that the above quoted rate compiles with minimum wages Act and all the statutory provisions and rules as applicable. The above rate is inclusive of Service Tax or any other tax payable to Government.

Signature of the Bidder with Date _____

Name of the Firm _____

Official seal _____

RADIOLOGICAL PHYSICS AND ADVISORY DIVISION, BHABHA ATOMIC RESEARCH CENTRE, ROOM NO.106, 1ST
FLOOR, CT&CRS BUILDING, ANUSHAKTINAGAR, MUMBAI 400 094.

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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 THE WORK: COSMETIC MAINTENANCE OF AREAS IN AND AROUND CT&CRS BUILDING,
ANUSHAKTINAGAR.

Sr.No.	Particulars	Approx. Quantity	Unit	Rate at which the material will be charged to the contractor	Delivery
1.	Hard Broom, Soft Broom, Detergent, liquid Soap, Phenyl, Toilet paper, Toilet brush, 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.	As required	-	Free of cost	At the site

(D. Datta)
Head, Radiological Physics & Advisory Division