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HOSSUR P.O.  
GAURIBIDANUR TALUK  
561 210

GOVERNMENT OF INDIA  
BHABHA ATOMIC RESEARCH CENTRE  
SEISMOLOGY DIVISION, SEISMIC ARRAY STATION

LIMITED TENDER ENQUIRY

Tender Enquiry No: BARC/SAS/GH/2018/ 1813

Dated : 5<sup>th</sup> February 2018

On behalf of President of India, Head, Seismology Division, BARC, Mumbai-400085, invites Sealed tenders for the following work from eligible individuals/ companies/ contractors.

i.	Name of work	Guesthouse maintenance and housekeeping of official premises
ii.	Site of work	Seismic Array Station of BARC Gauribidanur, Karnataka - 561 210
iii.	Brief Description of work	Guesthouse maintenance and housekeeping of official premises including consumables and accessories as required
iv.	Type of Contract	Work contract at site
v.	Earnest Money Deposit (EMD)	₹ 32,000/- (Rupees Thirty two Thousand only) in the form of Demand Draft or Banker's cheque in favour of Accounts Officer,
vi.	Period of contract	1 (one year)
vii.	Bidding procedure	Single part tender physical submission.
viii.	Pre-bid meeting	<b>To be held at Gauribidanur on 15-02-2018 at 14:30 Hrs</b>
ix.	Stipulated dates of tendering activities	<b>Last date for submission: 27-02-2018 before 17:00 Hrs</b> <b>Opening of Tender : 28-02-2018 at 11:00 Hrs</b>

Scope of work as per Annexure-I and terms and conditions are provided along with this tender notification.

**Eligibility Criteria:**

The tendering Service Provider Company/contractor should fulfill the following Criteria:

1. The Registered Office or one of the Branch Offices of the Service Provider Company/ contractor should be located either in Gauribidanur / Chikkaballapur/ Doddaballapur/ Bangalore.
2. The Service Provider Company/contractor should be registered/ Incorporated under the Indian Companies Act.
3. Service Provider Company/contractor should have prior experience in work of similar nature in private/ public sector Company/Banks and Government Departments etc., preferably in administration.
4. Service Provider Company/contractor should have its own Bank Account.
5. Service Provider Company/contractor should be registered with Income Tax and Service Tax departments.
6. Service Provider Company/contractor should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Acts etc.
7. The Service Provider Company/contractor shall submit affidavit stating that the Company is not / has not been black listed by Central/State Government / any PSU. The bidder shall furnish the copy of above document along with the declaration as per **Annexure-II**.
8. The interested contractors/service provider may submit tender enquiry form duly filled along with Demand draft drawn in favour of PAY & ACCOUNTS OFFICER, BARC, Mumbai as **Earnest Money Deposit** (EMD) for **Rs. 32,000/- (Rupees Thirty two thousand only)**.
9. The bidder shall provide declaration to pay wages as in the **Annexure-III** submit his commercial offer on his **letter head** in the format mentioned in **Annexure-IV**.
10. Any enhancement in minimum wages as notified by Ministry of Labour and Employment would be reimbursed by the department. However, any enhancement in Bonus has to be borne by the bidder as bonus has to be paid from the bidder company's profit.
11. Interested bidder should have carried out one similar work of value of at least 16 Lakhs or two works of at least 10 lakhs each in past 5 years.

*For*

Officer-in-charge

For & on behalf of the President of India.

Dated: 5<sup>th</sup> February 2018

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*For*

**Completed Tender Documents may be sent to the following Address :**

**Officer-in-Charge,  
Seismic Array Station  
Bhabha Atomic Research Centre ,  
Hossur P.O., 561210  
Gauribidnaur Taluk, Chikkaballapur District**

**TERMS AND CONDITIONS:**

**A. GENERAL**

1. The contract for Guesthouse maintenance and housekeeping of official premises (scope of work as per Annexure-I) is likely to commence from 1<sup>st</sup> April 2018 and shall continue for a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service.

2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting service provider Company/contractor (hereinafter referred to as the Company) and this office.

**Extension Clause:**

3. The contract may be extended, on mutually acceptable terms and conditions for a further period of one year.

4. The Company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of this Office.

5. The Company shall furnish the following documents in respect of the persons who will be deployed by it in this Office before the commencement of work:

a) Copy of the appointment letter issued to his employees with standard terms and condition as mentioned in the agreement.

b) List of persons short listed by Company for deployment, containing full details i.e. date of birth, marital status, address, educational and professional qualification, experience etc.

c) Bio-data of the person with photograph affixed.

d) Character certificate from a Gazetted officer of the Central/ State Government.

e) Certificate of verification of antecedents of persons by local police authority.

f) Salary certificate on monthly basis to each staff deployed at this office.

6. The Company shall provide identity cards to the personnel deployed carrying the photograph of the personnel and personal information as to name, date of birth, designation and Identification mark etc.

7. The Company shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, *paan*, smoking, loitering without work etc.

8. The Company shall depute a coordinator, who would be responsible for immediate interaction with this office so that optimal services of the persons deployed by the company could be availed without any disruption.

9. The Company shall ensure that any details of this office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.

10. The company shall ensure payment of minimum wages as prescribed by department, breakup of which is shown in the Annexure-III. Any revision in wages in future by Ministry of Labour and Employment shall be applicable as per the new notifications. However any increase as per the notification issued by Ministry of Labour and Employment will be reimbursed based on the documentary evidence of having paid the same to the employees.

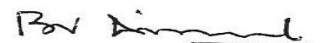
**Tolerance clause:**

10. The bidder shall ensure that the works envisaged in the scope of work are carried out as per the work order. In the event of failure to meet the above obligation, payment shall be withheld proportionately for the period of default. However, bidder shall ensure that he adheres to all labour laws of all government and statutory bodies.

The bidder shall inform this office in advance any of his staff availing leave so that necessary changes shall be

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made on the duty schedule. In the event of any of his person leaving, suitable replacement shall be provided by the contractor within a period of 15 days.

**Termination and Exit Clause:**

11. If the company does not provide satisfactory services during the period of contract, this department reserves the right to terminate the services of the company. However, both the company and the department, has the right to exit from this contract with advance notice as follows.

- The company shall provide 3 months advance notice to Department to exit from this contract.
- Department shall provide 1 months notice to the company before exiting from the contract.

**Performance Bank Guarantee:**

12. The Company will have to deposit a Performance bank guarantee (**PBG**) for a sum equivalent to 5% of the contract value within 15 days from the issue of letter of Intent as Bank Guarantee drawn in favour of PAY & ACCOUNTS OFFICER, BARC, Mumbai or Fixed Deposit Receipt (FDR) from a Commercial Bank made in the name of Service Provider Company but hypothecated to the Pay & Accounts Officer, BARC, Mumbai 400085. The performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.

Apart from this, 5% of the monthly bill amount will be withheld as PBG. The amount withheld as performance bank guarantee from monthly bill will be returned to the contractor after the completion of contract period against certification by competent authority for fulfillment of all the contractual obligations.

**B. LEGAL**

1) The Company shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office. The service provider/contractor shall pay minimum wages as per Annexure-III.

2) The Company shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to this office to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

3) The Company shall maintain all statutory registers under the applicable laws. The Company shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.

4) The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Company by this Department.

5) The persons deployed by the Company shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against Department of Atomic Energy (DAE).

6) The Company shall be solely responsible for the redressal of grievances/ resolution of disputes relating to persons deployed. This department shall, in no way, be responsible for settlement of such issues whatsoever.

7) All persons deployed by for this work would be on the pay roll of the company and never stake a claim at any time to be an employee of the department nor contest in legal body for regularization of them in the department.

**Risk and Expenses:**

7) In case, the Company fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the department is put to any loss, obligation, monetary or otherwise, the department will be entitled to get itself reimbursed out of the outstanding bills or the Performance bank guarantee of the contractor, to the extent of the loss or obligation in monetary terms.

8) DAE shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by Company in the course of their performing the functions/ duties, or for payment towards any compensation.

9) The persons deployed by the Company shall not claim nor shall be entitled to pay, perks or other facilities admissible to casual, ad hoc, regular/ confirmed employees of DAE during the currency or after expiry of the contract.

10) In case of termination of this contract on its expiry or otherwise, the persons deployed by the contractor shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity against DAE.

## Annexure – I Scope of Work

### 1. Maintenance of Guest House:

- i) Changing of bed linen, pillow covers, towels, etc in Guest House and getting them washed & ironed from Laundry.
- ii) House-keeping of Guest House & lab buildings on daily basis. (Guest House: 300 Sq. Mtrs & Office 500 Sq. Mtrs). Cost of all necessary appliances such as brooms, mops, cleaning agents, etc., are to be borne by the Contractor. The Contractor shall deploy at least three cosmetic maintenance staff (unskilled labor) to carry out this work. Approximate requirement of consumables are listed in table below.

S.No	Item of consumable	Quantity
1	Lizol floor cleaner	8 liters
2	Dettol Liquid Hand wash 250 ml	10
3	Toilet soap (50 gms)	20
4	Soft brooms	10
5	Hard brooms	8
6	Collin glass cleaner	2
7	Napkin big	20
8	Harpic toilet cleaner	6
9	Vim liquid soap	2
10	Vim bar	4
11	Floor mops	4
12	Ambi pure Air freshner spray	4
13	Odonil cake	8

- iii) Fumigation of Guest House rooms, kitchen and dining area on quarterly basis (i.e., once in three months).
- iv) Serving hygienically prepared food (breakfast, lunch and dinner) to Guest house users on no profit/no loss basis as per the price and menu provided by the Department.
- v) For this purpose, the Contractor shall deploy at least two cooks (skilled labour) to carry out this work.
- vi) supply of Drinking water (30 liters/day)
- vii) Renewal of guesthouse DTH connection (ROI Package).

For the purpose of carrying out these duties the contractor shall be provided with;

- i) Basic infrastructure such as water supply, utensils, electricity, furniture, mixture/grinder, bed linens, towels, pillow covers etc.
- ii) Double bottle cooking gas connection with stove. However, the cost of gas refill has to be borne by the Contractor.
- iii) The Contractor shall replace any loss of material issued to him during the period of contract.

The rates of the food are fixed by the local canteen committee on actual which are revised from time to time.

### 2. Maintenance of garden area and up-keeping of approach to various installations of SAS/BARC, Gauribidanur.

- i) Clearing of wild vegetation around Guest House and maintaining garden, watering plants on daily basis.
- ii) Clearing of wild vegetation around 20 field stations and maintaining accessibility to the pit rooms.
- iii) Contractor shall ensure to deploy at least two gardeners (Unskilled Labor) to carry out the above work. Total area to be maintained in a year is 96000 Sq. mtrs.

**(To be provided on Bidders letter head)**

**ANNEXURE- II**

Guesthouse maintenance and housekeeping of official premises at SAS/BARC, Hossur P.O.,  
Gauribidanur Taluk, Chikkaballapur District, 561 210, Karnataka.

**Detail Particulars of Bidder**

1	Name of the Bidder with full Address of the registered office Telephone number	
2	Name of the Proprietor /Director of the company	
3	Banker of Company with full address (Attach certified copy of statement)	
4	PAN/GIR No. (Attach attested copy)	
5	Goods and Service Tax Registration No. (Attach attested copy)	
6	E.P.F. Registration No.(if applicable) (Attach attested copy)	
7	E.S.I.RegistrationNo.(if applicable) (Attach attested copy)	

**DECLARATION**

I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director, authorized signatory of the Company, mentioned above, is competent to sign this declaration and execute this tender document. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I agree to keep my offer firm for a period of 1 year from the date of award of contract.

Signature of authorized person

Full Name:

Seal:

Date:

Place:

### Annexure - III

Contractor shall make payment to the person employed as per the wages notification No.1/13(3)/2017-LS-II dated 20/04/2017 from ministry of Labour and employment corresponding to Area-C for skilled worker (Rs 502 per day), Un-skilled (Rs.359 per day) under this Guest house maintenance and housekeeping of official premises contract at SAS/BARC, Gauribidanur. Any revision in wages in future by ministry of labour and employment shall be applicable as per the new notifications.

	Skilled @ Rs. 502/- per day	Un-skilled @ Rs. 359/- per day
Minimum Wages per person/month	₹ 13052/-	₹ 9334/-
EPF* employer contribution @ 13.61%	₹ 1776/-	₹ 1270/-
ESI* employer contribution @ 4.75%	₹ 620/-	₹ 443/-
Bonus (as per bonus act of Ministry of Labour and Employment)	as applicable (at present ₹ 584/month)	as applicable (at present ₹ 584/month)

\*Companies contribution for ESI & EPF towards his employees.

1. We/I affirm that we would make payments to our employees at least as per the minimum wages as mentioned above.
2. We/I also assure that any revision in wages in future by ministry of labour and employment shall be applicable as per the new notifications.(refer section-I clause 25).
3. We/I affirm to abide by all Labour laws in force and maintain all records and registered as required by them.

Date:

Signature of authorized person

Place:

Full Name:

Seal:

**(To be provided on Bidders letter head)**

**ANNEXURE-IV**

To:

Head,  
Seismology Division,  
New Seismology-CMPD Building, IV-Floor,  
Bhabha Atomic Research Centre, Trombay,  
Mumbai 400 085.

Sir.

Sub: Quotation for contract of Guesthouse maintenance and housekeeping of  
official premises at SAS/BARC, Gauribidanur

Please find below our quotation to carry out the above work. We are furnishing the relevant details asked for in your enquiry letter along with our quotations.

Sl.No	Description of work	Amount per Annum
1.	Guest house maintenance and housekeeping of official premises at SAS/BARC, Hossur P.O., Gauribidanur taluk, Chikballapur Dt. Karnataka (Including cost of labour, cost of material as mentioned in <b>Annexure - I</b> and service charges) ----- (A)	₹
2.	G.S.T. @ _____ % of (A) ---- (B)	₹
3.	Total cost per Annum ----- (A+B) ( i.e., Inclusive of G S T)	₹

Amount in words Rupees \_\_\_\_\_  
(as mentioned in Sl.No-3)

1. We/I confirm that we would hold the prices firm for a period of one year and we are also willing to extend our services on mutually acceptable terms and conditions for additional period of one year if required.
2. We/ I declare that the details provided in the bidder particulars are correct.
3. We/I have gone through the enquiry letter thoroughly and understood the scope of the work.
4. We/I affirm that we would make payments to our employees at least as per the minimum wages as mentioned by you in Annexure-III.

Signature of authorized  
person Full Name:  
Seal:

Date:

Place:

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