

No.AN/III/1043/EC/CON/2014

Dated: 01/02/2018

To

M/s

Subject: Requirement of Conservancy Services.

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Principal Controller of Defence Accounts, Agram post, Bangalore, a Central Government Organization under Ministry of Defence (Finance) intend to avail conservancy and security services(watch & ward without arms) for DAD hostel Type Accommodation situated at Kaggadasapura, C.V.Raman Nagar, Bangalore-560 093 as per the scope of work: -

2. The period of Maintenance service will be for ONE YEAR FROM 01-04-2018 or from the date of Agreement whichever is earlier.
3. Bids in sealed cover are invited in respect of conservancy services as per format given in Part IV of the Tender Enquiry. Please super scribe the cover with the words "TENDER FOR CONSERVANCY SERVICES". Sealed quotations addressed to the undersigned should be dropped in the TENDER BOX KEPT IN THE RECEPTION OF THE PCDA OFFICE / OR to be sent by Regd Post BY NAME to the undersigned so as to reach this office on or before 04.00PM of 21.02.2018 positively.
4. This Tender Enquiry is divided into four parts as follows:
  - e) Part I – General Information and Instructions
  - f) Part II – Scope of Work
  - g) Part III – Terms and Conditions
  - h) Part IV – Format for quoting
5. This Tender Enquiry is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the Tender Enquiry, should it become necessary at any stage.

  
(GEETHA VARADARAJAN)  
Sr. Accounts Officer (AN)

Part I – General Information

1) Last date and time for depositing the Bids:

21/02/2018(04.00 PM) The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2) Manner of depositing the Bids:

Sealed Bids should be either dropped in the tender box marked as "TENDER FOR CONSERVANCY SERVICES" or sent by Registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered.

3) Time and date for opening of Bids:

21/02/2018(04.30PM) (if due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the PCDA, Bangalore.

4) Location of the Tender Box:

RECEPTION OF THE OFFICE OF THE PCDA BANGALORE. Only those bids that are found in the tender box will be opened. Bids dropped in the wrong tender box will be treated as invalid.

5) Place of opening of the Bids:

CONFERENCE HALL OF THE OFFICE OF THE PCDA BANGALORE. The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important commercial/technical clauses quoted by all bidders will be read out in the presence of the representatives of all the bidders. This event will not be postponed due to non-presence of your representative.

6) Forwarding of Bids:

Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, GST registration Number, PAN (A copy of the above certificates/documents are to be attached with the tender document) Bank address with EFT Account etc., and complete postal & e-mail address of their office.

7) Clarification regarding contents of the Tender Enquiry:

A prospective bidder who requires clarification regarding the content of the bidding documents shall notify to the buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8) Modification and withdrawal of Bids:

A bidder may modify or withdraw his bid after submission provided the written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of bid security.

9) Clarification regarding contents of the Bids:

During evaluation and comparison of bids, the buyer may at his discretion ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10) Rejection of Bids:

Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

11) Validity of Bids:

The bids should remain valid for 90 (Ninety) days from the last date of submission of the Bids.

12) How to Quote:

The Quotation should incorporate the break-up details such as wages under Minimum Wages Act, ESI, EPF, GST, Contractor's profit etc., as per the format given in the Part-IV of the Tender Enquiry.

13) EARNEST MONEY DEPOSIT:

Bidders are required to submit Earnest Money Deposit (EMD) @ 5% of the rate quoted along with their bids. The EMD may be submitted in the form of Account Payee Demand Draft or Bankers Cheque in the name of "PCDA, Bangalore". EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect within the validity period of their tender. Bids with out EMD will be summarily rejected.

14) SECURITY DEPOSIT:

Successful bidders are required to pay Security Deposit equivalent to one month's total contract value.

Part II – Scope of Work

1) Sweeping and cleaning of Roads and surrounding areas.

This work involves sweeping the entire road, footpath, open space on daily basis by engaging THREE Male/Female (UNSKILLED) labour and keeping it free of sand, debris, unwanted growth, dead animals, birds etc. The garbage so removed shall be dumped in the dustbins provided within the complex. This work includes all the roads inside the residential complex. This work includes removal of termite mounds also.

2. Sweeping and cleaning of common areas of Residential Buildings.

This work includes sweeping and removal of cobwebs in the staircases, corridors and open

3. Collection and disposal of garbage from garbage bins.

This work involves collection and disposal of garbage from garbage bins kept inside the complex. The contractor will transport the garbage under his own arrangements TWICE A WEEK by using his own vehicle and dispose it off in the out side dumping areas delineated by the Municipal Corporation. The contractor will ensure that no garbage spill over enroute during transportation and if there is any spillage of garbage will be cleaned properly and thoroughly.

4. Cleaning of unwanted grass, shrubs, undergrowth parthenium weeds and other kind of rubbish on either side of the road between the blocks and vacant area inside the complex. The work involves daily cleaning of the above in the complex. This includes removal of termite mounds also.

5. Cleaning of open drains:

The contractor shall clean all open drains in the area of responsibility. The drains shall be at all times free from all rubbish, leaves and branches of trees, earth and material. No swept material shall be dumped in the open drains. The contractor is also responsible to remove the dirt from the drains and deposited off the same outside the town ship.

6. Removal of dead animals:

The contractor will arrange for removal of dead animals, if any, from the area of the responsibility.

7 Elimination of stray dogs:

The contractor will arrange to eliminate stray dogs as and when instructed by the Care Taker of the Hostel Type Accommodation under his (Contractor) own arrangement.

8 Providing Security Services(Watch & Ward without arms):

The contractor will arrange for security services (watch & ward without arms) for the complex deploying one male person.

9. ADDITIONAL RESPONSIBILITIES:

If the Estate Officer at any time requires the contractor to do any work other than that detailed above, the Contractor may at his sole discretion under take to do such additional work on such terms and conditions and additional payment as may be mutually agreed upon.

10. The Contractor is required to monitor the work on regular basis either himself or through one of his supervisors.

Part III – Terms and Conditions

- i)The Services are required for a period of One-year with effect from 01/04/2018 or from the date of Agreement whichever is earlier.
- ii)In carrying out the work as set out in Annexure to the Tender Enquiry, the contractor will if necessary engage at his cost such men who are medically found fit and whose character and antecedents has been verified by the Police Authorities. The Person deployed should wear neat clothing and maintain high standard of hygiene (whereby uniform, ID card will be provided by the Contractor), discipline and work culture. He should bestow good manners with residents at Hostel Type Accommodation.
- iii)There should not be any absenteeism. In case of absence, alternative labourers should be deployed, else pay for the absence period would be deducted.
- iv)PCDA, Bangalore reserves the right to expel the person deployed from its premises if he is found to have consumed liquor during the duty hours.
- v)The firm should have a valid Registration number./PAN/GST Regn No., ESI, EPF etc., (A copy of the same are to be attached with the Tender document).
- vi)Experience certificates issued by reputed organization/firms should be enclosed.
- vii)The Contractor shall ensure that payment of minimum wages under various Minimum Wages Act and other Statutory Rules is paid to the labourers employed by him for the said work. The wages quoted should include Basic, VDA, EPF, ESI etc.,
- viii) The Contractor shall ensure that the rate quoted should include payment of GST and duties due to the Government.
- ix) The payments will be made through EFT in the following month after completion of the service and after deducting statutory recoveries, if any.
- x) The copies of challans on account of payment of GST/EPF/ESI etc., duly certified by the contractor that the paid amount includes names of the labourers employed should be enclosed with the bills.

- xi) The contractor agrees to submit his bills in arrears every month at the contracted rates to the PCDA, Bangalore for the payment, alongwith satisfactory services certificate from the Caretaker of DAD Hostel Type Accommodation.
- xii) The contractor further agrees to pay penalty as specified in tender enquiry that may be imposed on him by the Government for any breach of conditions of contract. Any compensation order to be paid by him to the Government will be as per the agreement and sole discretion of the PCDA, Bangalore for not carrying out the conservancy, security services(watch & ward). The legal heir of the contractor even though being minors shall be bound by the terms and conditions of this contract agreement.
- xiii) For any reported cases of neglect, decline, failure or delay in providing the services enumerated under the terms of contract, the offer of operating the contract shall be at the liberty of the PCDA, Bangalore(without prejudices to any other remedy, the Government may have, on account of any claim for compensation against any loss or inconvenience caused by such breach or non-performance of the contract). To procure or to arrange from the Government sources or otherwise at the contractor's risk and expenses, such services as may be required for the smooth performances of the duty involved, the contractor also agrees to pay incidental charges which may be incurred in arranging such services.
- xiv) The PCDA Bangalore or his/her authorized representative may cancel the contract by a notice to the contractor in writing if the contractor:
  - i. is found guilty of fraud or neglect in respect of this contract entered into by him with the Government.
  - ii. does the business conjointly with other contractor.
  - iii. becomes insolvent or commences any insolvency proceedings or makes any compensation with any of his creditors or attempts to do so.
  - iv. assigns or sublets the contract or attempts to do so.
  - v. In spite of warning issued to him for failure to provide the services.
- xv) In case of recessions of contractor, vide para xv of terms and conditions of contract, the security deposit lodged by the contractor shall be forfeited in whole or in part thereof as the PCDA Bangalore may consider fit or deemed to be necessary and any other extra expenditure caused thereby will be recoverable from the contractor without any prejudice to any other remedy or right, the PCDA, Bangalore may have.
- xvi) The contractor hereby agrees to receive the contractual amount per month for the services rendered and that will not apply for any enhancement of rates during the pendency of the contract.
- xvii) Proportionate recovery will be affected for short service or for the number of days, the labourers remains absent to duty.
- xviii) The employment of labourers by the firm does not entail any Permanent/Temporary service in this department nor any experience certificate will be issued.
- xix)PENALTY: The Contractor is liable to pay Penalty that may be imposed on him by PCDA, Bangalore for any breach of conditions of this contract/shortfall/ unsatisfactory services and will be deducted from the payment due to him based on the satisfactory certificate furnished by Caretaker of DAD Hostel Type Accommodation situated at Kaggadasapura, C.V.Raman Nagar, Bangalore-93
- xx) The Contractor is required to monitor the work on regular basis either himself or through one of his supervisor authorized for this purpose. No separate payment will be paid to the supervisor if employed by the firm to oversee the duties.
- xxi) The agreement is liable to be terminated with one month's notice on either side.
- xxii) In case of any dispute with regard to the performance of the contract or to the interpretations of the terms thereof the contractor agrees to the personal order of the PCDA, Bangalore which shall be final and binding on him.
- xxiii)The Contractor shall sign each page of the Tender Enquiry, Annexure, Terms & Conditions for having agreed to the same.
- xxiv) PCDA, Bangalore reserves the right to accept or reject any or all of the Tenders/Quotations without assigning any reasons.
- xxv) The Tender Enquiry may also be downloaded from the official website of PCDA, Bangalore viz., [pcdablr.gov.in](http://pcdablr.gov.in).

contractor even though being minors shall be bound by the terms and conditions of this contract agreement.

- xiii) For any reported cases of neglect, decline, failure or delay in providing the services enumerated under the terms of contract, the offer of operating the contract shall be at the liberty of the PCDA, Bangalore (without prejudices to any other remedy, the Government may have, on account of any claim for compensation against any loss or inconvenience caused by such breach or non-performance of the contract). To procure or to arrange from the Government sources or otherwise at the contractor's risk and expenses, such services as may be required for the smooth performances of the duty involved, the contractor also agrees to pay incidental charges which may be incurred in arranging such services.
- xiv) The PCDA Bangalore or his/her authorized representative may cancel the contract by a notice to the contractor in writing if the contractor:
  - i. is found guilty of fraud or neglect in respect of this contract entered into by him with the Government.
  - ii. does the business conjointly with other contractor.
  - iii. becomes insolvent or commences any insolvency proceedings or makes any compensation with any of his creditors or attempts to do so.
  - iv. assigns or sublets the contract or attempts to do so.
  - v. In spite of warning issued to him for failure to provide the services.
- xv) In case of recessions of contractor, vide para xv of terms and conditions of contract, the security deposit lodged by the contractor shall be forfeited in whole or in part thereof as the PCDA Bangalore may consider fit or deemed to be necessary and any other extra expenditure caused thereby will be recoverable from the contractor without any prejudice to any other remedy or right, the PCDA, Bangalore may have.
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Part IV – Format for Price Bid

Subject: Requirement of Services for Conservancy services and Security Services

Sl.No.	Nature of Work	Amount Quoted p.m. (In Rupees)
1 (a)	<u>Surrounding areas.</u> This work involves sweeping the entire road, footpath, open space on daily basis by engaging <u>THREE Male/Female</u> labourers (UN-SKILLED) and keeping it free of sand, debris, unwanted growth, dead animals, birds etc. The garbage so removed shall be dumped in the dustbins provided with in the complex. This work includes all the roads inside the residential complex. This work includes removal of termite mounds also. The contractor shall ensure that minimum wages under Minimum Wages Act and various statutory Rules are paid by him to the labourers employed by him. The wages quoted should include Basic, VDA, EPF, ESI etc.	
1 (b)	<u>Sweeping and cleaning of common Areas of Residential Buildings.</u> This work includes sweeping and removal of cobwebs in the staircases, corridors and open shades.	
1 (c)	<u>Cleaning of open drains:</u> The contractor shall arrange for cleaning of all open drains in the area of responsibility. The drain shall be at all times free all rubbish, leaves and branches of trees, earth and material. No swept material shall be dumped in the open drains. He is also responsible to remove the dirt from the drains and deposed off the same out side the town ship.	
1 (d)	<u>Cleaning of unwanted grass, shrubs, undergrowth parthenium weeds and other kind of rubbish on either side of the road between the blocks and vacant area inside the complex.</u> The work involves daily cleaning of the above in the complex. This includes removal of termite mounds also	
2	<u>Removal of dead animals:</u> The contractor will arrange for removal of dead animals, if any, from the area of the responsibility.	
3	<u>Elimination of stray dogs:</u> The contractor will arrange to eliminate stray dogs as and when instructed by the Care Taker of the Hostel Type Accommodation under his (Contractor) own arrangement.	
4	<u>Collection and disposal of garbage from garbage bins.</u> This work involves collection and disposal of garbage from garbage bins kept inside the complex. <u>The contractor will transport the garbage under his own arrangements TWICE A WEEK by using his own vehicle and dispose it off in the outside dumping areas delineated by the Municipal Corporation..</u> The contractor will ensure that no garbage spills over enroute during transportation and if there is any spillage of garbage, the same will be cleaned properly and thoroughly.	
5	Providing Security Services(Watch&Ward without arms) by engaging one(1) male person. The contractor shall ensure that minimum wages under Minimum Wages Act and various statutory Rules are paid by him to the personnel employed by him. The wages quoted should include Basic, VDA, EPF, ESI etc.	
	TOTAL:-	
	Contractor profit (Percentage or fixed mount) (Rs.)	
	GST ( Rs.)	
	Grand Total	

Details of EMD :

Draft No. & date

Amounts Rs.

SIGNATURE BY