

HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

Tender No: C-DAC(K)/MMG/PUR/37/BF/Admin/72/2023-24 Dated: 29 November 2023

TITLE OF CONTRACT

**HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES
ON OUTSOURCED MODE AT C-DAC KOLKATA**

HIGH LIGHT

- *The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/ instructions given in this document may disqualify the bidders for the tender exercise.*
- *C-DAC Kolkata, reserves the right to select the Service provider or to reject any bid wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.*
- *Each Bidder shall submit only one Tender for the entire scope of work. The Bidder who submits more than one tender or part tender will be treated as non-responsive & rejected summarily.*
- *Submission of false document by bidder is strictly prohibited and will be liable for rejection of the bid.*
- *Bidders who are confident of executing the contract in time by employing the required resources need only participate in this tender.*

I/We accept the above terms and conditions.

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ELIGIBILITY CRITERIA OF BIDDERS

1. Eligibility Criteria of Bidders:

- a) *All Proprietary Firms/Partnership Firms/Private Ltd/Public Ltd. Companies having valid trade license.*
- b) *Bidder should have at least 03(Three) years of continuous experience in providing cleaning and conservancy, Gardening & Landscaping during last three years in Govt./Govt. undertaking/Autonomous Body/Institution of Repute (Central / State) of similar works of services for day to day running of office.*
- c) *Bidders should have completed at least 02 (Two) similar works with Govt./Govt. undertaking/Autonomous Body/Institution of Repute (Central / State) each with value not less than 10 lakhs during last three years.*
- d) *Bidder must have GST, EPF, ESI registration.*
- e) *Bidder should have PAN Card.*
- f) *Bidder must have valid labour license.*
- g) *The bidder must have registered office address and functional establishment in Kolkata.*

2. THE BIDDER SHOULD NOT HAVE BEEN the following:

- a) Black listed/ debarred by any of the government agencies and/or department
- b) Found guilty of commission of acts of moral turpitude and/or convicted for any economic offence and/or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
- c) Any record of termination of contract in the past 3 years on account of violation of laws or deficiency of services or breach of contract.

NOTE-1: *Scanned copies in support of all above-mentioned documents must be submitted along with the filled-up tender document, failing which the bid may be summarily rejected.*

NOTE-2: *The Service provider awarded the contract, shall ensure that they shall deploy the number of persons as per the number mentioned in the final contract, complying with the Acts and Rules of the Land.*

PRE-BID

3. There will be a Pre-bid meeting on **06 December 2023 at 1100 hrs. at C-DAC Kolkata premises (Plot E2/1, Block-GP, Sec-V, Salt Lake Electronics Complex, Bidhannagar, Kolkata- 700091; Ph: 033-23574998)**. All the intending bidders/service providers need to attend the meeting to clarify all their queries and doubts, if any.
4. It is preferred that all bidders shall be presented in the said Pre-bid meeting by him/herself and/or his/her authorised representative in person and/or video conference, as applicable.

EFFECTIVENESS & TENURE OF CONTRACT

5. The tenure of this Contract shall be effective on and from the date of the acceptance of the Work/ Purchase Order by the Successful bidder and for a **period of one (01) year which may be extended further for two (02) years on yearly renewable basis on the same terms & conditions and satisfactory performance certificate issued by concerned C-DAC Kolkata official(s).**

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6. The service shall be **delivered and/or deployed at C-DAC Kolkata and its various project sites in India.**
7. Time is the essence of the contract. ***The Successful Bidder shall deploy the manpower services as per the requirement of C-DAC Kolkata within 05 working days on and from the date of issuance of Work Order. However,*** If the progress of awarded work is delayed due to the circumstances beyond the bidder's control and/or not attributable to the bidder, the bidder shall have to apply in writing with proper justifications causing such delay to C-DAC, Kolkata for extension of the time of completion at least 07 (seven) days before the stipulated date of completion.

SCOPE OF WORK

8. **The Housekeeping services are comprised of two major services:**
 - 8.1 **SERVICE 1:** Cleaning & Conservancy services for the entire premises of C-DAC Kolkata
 - 8.2 **SERVICE-2:** Gardening and Landscaping services for the entire premises of C-DAC Kolkata.
9. The purpose of these services are to make the whole office premise, including main office building and other civil and structural establishments within the premises, look Clean, Hygienic, aesthetically proper, rich with lush green lawns, gardens and flowers so as to provide an excellent ambience of work-environment and at the same time make the Guest House premises environmental friendly and to make a good impression on the visitors and public who visit here for various purposes.
10. **There shall be 05 (FIVE) days a week with 02 weekly days off in normal. Services are also not required on office holidays.**
11. **In case of exigencies, services may be called for on weekly off days, office holidays and National Holidays against payment as per applicable rule.**
 - i) However, for number of working days, the Service Provider must follow the "Minimum wages Act" as amended from time to time.
12. **The Service Provider has to designate one SUITABLE Supervisor (inclusive of a maximum 12 nos. of manpower of the Successful bidder) to oversee and monitor the day-to-day work and inform/report to the authorized officer of C-DAC Kolkata on daily basis for all the jobs/activities mentioned in the tender documents.**
13. The Service Provider has to undertake all such jobs/activities related to Gardening, Landscaping, Cleaning, Conservancy as elaborated in the detailed job description is given below in tabular format:

SERVICE-1

CLEANING AND CONSERVANCY SERVICES Including Maintenance of Guest House and Porta Cabin	
Work shall be carried out daily, weekly, monthly and half yearly basis as described below:	
<i>DAILY JOBS</i>	
<u>PART-I: Main Building & adjoining areas</u>	
1) Sweeping, dusting, wiping and cleaning every corners of the three floors (both tiled and carpet floors), ceiling, walls, curtains, toilets etc. and partition walls (made of brick, wooden, ply, aluminium frame, glass panes, etc.) of all the labs, chambers, training rooms, studio rooms, Meeting/ Conference rooms etc. in the Main building.	

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- 2) Sweeping, dusting, wiping and cleaning Road areas from entrance/ main gate to building including surrounding road/ walking areas including backside pavement areas.
- 3) Dusting and wiping of all tables, worktops, furniture, storages and fixture, Computers and printers, telephone sets, etc. and application of perfumed disinfectant on the telephone handsets.
- 4) Cleaning of all the (i) corridor of each floor (ii) staircases of each floor (iii) Toilets/Lavatories (all toilets) in the Main office building,
- 5) Immediate removal of stains, if any, on floors inside the premises including toilets and lavatories using suitable and required cleaning reagent/chemicals.
- 6) Spraying Room Air-freshener in each room/chamber/enclosure on routine basis to avoid offensive odour inside the main building, guest house, training rooms, etc.

PART-II: Centre Head's chamber & Toilet

- 1) Sweeping, dusting, wiping and cleaning of floor carpet using vacuum cleaner etc.
- 2) Cleaning of toilet (this shall be completed by 8.30 A.M. in the morning / earlier, if informed in prior on requirement).

PART-III: Security Room

- 1) Sweeping, dusting, wiping and cleaning its floor and walls.
- 2) Dusting, wiping and cleaning furniture and telephone sets, wall racks, Tables & Chairs, sofa etc.

PART -IV: Toilets

- 1) Cleaning with necessary cleaning agent / disinfectant (Phenyl/Bleaching powder, Harpic, cleaning chemicals, etc.) – **Twice a Day**. Cleaning more than twice may be needed in rainy season or on other special occasions.
- 2) To upkeep and maintain cleanliness and functioning of all fittings in toilets and lavatories of the premises, such as, "wash basin tray", "soap container", "tissue paper holder", "hand shower", "Overhead shower", "Hand Drier", "mirror", "Bib Cock", "Towel Rod", "Towels", etc. including immediate minor repair and replacement as applicable. Towels in toilets are to be changed every day with fresh ones.
- 3) Putting Toilet Air-freshener in all toilets and naphthalene balls, etc. in all urinals on regular basis.
- 4) Maintaining hygiene of toilets including sewerage lines throughout the day.

PART-V: Porta Cabins and Adjacent Areas

- 1) Sweeping, dusting, wiping and cleaning of entire floor of Porta Cabins and its walls (internal and external) including Classroom, Store room.
- 2) Sweeping, dusting, wiping and cleaning of entire floor of Kitchen areas (cooking area, Tea-making area) including wash basins.

PART-VI: Guest House

- 1) Sweeping, dusting, wiping and cleaning of entire guest house and its adjacent areas, as applicable, which include Floors, ceiling, walls, staircases, stair rails curtains, toilets, furniture, fixtures etc and walls (made of brick, wooden, ply, aluminium frame, glass panes, etc.)
- 2) Cleaning of utensils used for guests at guest house, when occupied by guests.
- 3) Cleaning of its all toilets with necessary cleaning agent/ disinfectant (Phenyl/Bleaching powder, Harpic, cleaning chemicals, etc.). Cleaning more than once may be needed in special occasions.

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- 4) Any defect noticed in respect of electric appliances or damages of furniture shall be brought to the knowledge of dealing official immediately and shall have to be pursuing till rectification.

PART-VII: Others

- 1) **Cleaning, collection and disposal of discarded and waste materials** from all dustbins of the main building, guest house, training rooms, Pota Cabin etc. and its disposal at suitable place as per instruction of the authorized representative / dealing officer of C-DAC Kolkata.
- 2) **Garbage disposal including gardening waste** of office premises and guest house as per rule of the local civic authority and as approved by C-DAC Kolkata.
- 3) Maintenance and quality cleaning of all the rooms, chambers, enclosures including toilets and bathrooms, kitchens, pantry rooms etc, glass window panes, Venetian blinds and fixture/furniture of Guest House.
- 4) Assisting C-DAC Kolkata's Electrical Maintenance Team for various repair and installation work on as and when required basis.
- 5) **Daily checking and removal of the leakages and blockages, if any, of the supply and drain lines** of wash basins, commodes, urinals, etc. in toilets of the office premises and guest house including repairing of the same immediately.
- 6) Cleaning of Training room at backside of the main building, all pathways, etc. in the premises.

Note-2: Daily cleaning and conservancy jobs inside the premises (i.e., all labs, chambers, training rooms, Centre Head's Chamber, all conference halls etc) should be completed preferably by 09.00 Hrs. on all weekly working days as per requirements and satisfaction of C-DAC Kolkata.

Note-3: Maintaining Status Report and Check List in a Log Book on day to day basis signed by the supervisor of the Service Provider and countersigned by C-DAC Kolkata.

Note-4: Materials to be supplied by the Service provider for such daily cleaning and conservancy services under this contract and the list of materials proposed is attached as Annexure-I. Service provider may inspect/ visit the entire premises before participation of tender accordingly.

Note-5: Detailed list of materials used for cleaning & conservancy purposes shall be submitted to the dealing Official at C-DAC Kolkata in advance.

WEEKLY JOBS

- 1) **Washing and scrubbing of floors areas of office premises and guest house** with detergents/stain removing agents, cleaning of sanitary wares with appropriate and approved cleaning agent/acid to ensure proper shine.
(with prior intimation and to be completed before commencement of Office hours)
- 2) **General cleaning of rooftop**
(with prior intimation and in presence of C-DAC official and/or security personnel)
- 3) Polishing of all name plates of office premises & guest house.
- 4) **Cleaning of all wash basins and table chairs** of in Porta Cabins.
- 5) **Cleaning of canteen backward areas.**
- 6) Vacuum cleaning of Carpets and door mats in the main building.
(to be completed before commencement of Office hours)

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- 7) Cleaning and maintenance of all cisterns, taps, water pipelines, washbasins, etc. along with minor repairing, if required.**
- 8) Vacuum cleaning of Carpets, sofa, chair covers, curtains etc. of Guest House on weekly basis.
- 9) Cleaning of stair case of Guest House.
- 10) Checking and removal of cobwebs at junctions and corners of walls, false ceiling, staircases, External walls of Porta Cabins, lift lobbies, etc. inside the premises.
- 11) Applying of bleaching power within office premises.**
- Note-6: Maintenance of a Status Report and Check List in a Log Book on Weekly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata.**

MONTHLY JOBS

- 1) Dusting and cleaning of all ceiling and exhaust fans, electrical fittings, glass fittings, window frames and shutters, glass panes of windows of office premises and guest house including glass panes of front façade at entrance to reception in ground floor and lift lobbies
(To be done with approved glass cleaning agent provided by Service provider.)
- 2) Cleaning of ceiling, slabs, wire mesh fitted on walls, exhaust fans, etc. in kitchen area as per instruction and satisfaction of C-DAC Kolkata.
(necessary cleaning agents like kerosene oil, brash, detergent and other cleaning agent, if any, to be provided by Service provider)
- 3) Cleaning and dusting of rooftops of Porta Cabins sheds and other tin/metal sheds.
- 4) **Checking and uprooting of weeds and unwanted trees like, peepal, banian, etc. grow on exterior walls, concrete pathways, rooftops etc. of the main building, guest house and other civil establishments of the premises as per instructions of C-DAC Kolkata.**
- Note-6: Maintenance of a Status Report and Check List in a Log Book on Monthly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata.**

QUARTERLY JOBS

- a. **Cleaning of 4 nos. of PVC Overhead Water Tanks** (3 nos. of 4000 Ltr. capacity tank on the rooftop of main building and 1 no. of 2000 Ltr. capacity on the rooftop of Guest House)
(necessary acid/cleaning agents, such as Potassium Permanganate, Bleaching Powder, etc. to be supplied by Service Provider)
- b. **Cleaning of underground sewerage system and storm water lines** (inside and outside the premises)
(Necessary tools & tackles, acid, Potassium Permanganate, Bleaching Powder, etc. to be supplied by Service provider with prior intimation to the office.
- c. **Cleaning and washing of all water supply pipe lines and rain water pipe lines of the premises**
(Necessary tools, hand pump, muriatic acid and/or approved cleaning agent/s etc. to be supplied by Service provider to ensure smooth flow of water).

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Note-7: Maintenance of a Status Report and Check List in a Log Book on Quarterly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata.

HALF-YEARLY JOBS

Cleaning of Underground Water Reservoir having 6 chambers with total capacity of 26400 Ga.

Underground Water Reservoir needs to be cleaned applying necessary cleaning agents, such as Potassium Permanganate, Bleaching Powder, etc. as approved.

Note-8: Maintenance of a Status Report and Check List in a Log Book on Half-yearly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata.

Note-9: Jobs mentioned under Weekly, Monthly, Quarterly and Half-yearly schedules may also require to be done on any intervening day/s based on requirement and instruction of the authorized representative / dealing officer of C-DAC Kolkata

SERVICE-2

GARDENING AND LANDSCAPING WORK

- a) **Prepare and maintain the premises beautiful from Horticulture point of view with lush green environment.**
- b) **Plantation of seasonal flowers /plant(s) should be prepared and planted at places throughout the premises (as per availability and advice of C-DAC Kolkata).**
- c) The Service provider should demonstrate his own initiative for horticulture up-gradation of C- DAC Kolkata premises.
- d) **Maintenance:**
 - 1) Trees, plants, shrubs, hedges, lawns within the premises shall be well maintained in shape & size through regular pruning and removal of unwanted branches of shrubs.
 - 2) Lawn will be mowed with mower regularly. The lawn will be suitably irrigated with water. The grass shall be kept free from unwanted weeds. The application of fertilizer and manuring of the lawn shall be done on regular basis as per requirement.
 - 3) In absence of Lawn Mower, necessary arrangements should be made by service provider for lawn mowing without any extra cost to C-DAC, Kolkata.
 - 4) Different types of cutting, trimming, shaping, top dressing of plants including earth work, spreading and mixing of cow dung manure and other fertilizers and levelling and bund making etc.
 - 5) Regular watering of grass, lawns, trees, shrubs, plants etc. (for both front and rare garden areas and indoor plants)
 - 6) The trees shall be kept free from all kind of weeds and infestation.
 - 7) The hedge shall be free from dodder, cuscutea and unwanted plants.
- e) Light pruning, trimming, thinning etc. of plants/ hedges/ trees etc. shall be done on regular basis.
- f) Spraying of insecticides, pesticides and weedicide on the plants as and when required.
- g) Periodic checking to be carried out for pests & diseases and in case of infestation, prompt action must be taken for eradication.

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h) Proper maintenance and upkeep of roads and adjoining areas for cleaning of grass, waste materials, etc.
i) Gap filling in lawn, new plantation of trees, shrubs and creepers will be done by the contractor without any extra charges as per the need of C-DAC Kolkata. This Centre will bear the cost of the plants only.
j) Nursery to be maintained by the Service provider
k) Flowers 1) Ensure that maximum perennial and seasonal flowers are available throughout the year in the beds. 2) Flower bed preparation by uprooting the old plants for sowing and planting of new seedlings (seasonal and perennial both). 3) Maintain beds of flowers and other bulbous plants etc. including preparation of beds, watering, inter culture, weeding, thinning, spraying of insecticide etc.
l) Indoor plant arrangement to be done in office for decoration. 1) Preparation and maintenance of flowers and plant pots with flowers and plants at both indoor and outdoor areas and/or at the places earmarked. 2) Carrying, transportation and placing of decorative plants to the location of seminar/function/special event of C-DAC Kolkata on as and when required basis.
m) Plant casualty due to negligence or poor maintenance by the contractor will be replaced by the Service provider with healthy and acceptable plants, free of any charges.
n) Removal: 1) After clipping or pruning of hedge, trees/ plants/ grass etc, the pruned material along with dried leaves/ gardening waste shall be collected in bulk and disposed of at specified location by the Service provider. 2) Lifting of fallen trees, branches and twigs etc. and storing as directed. 3) Garbage bags for storing of gardening waste shall be arranged by the service provider to remove the waste/ dry fallen leaves, other garbage (of the garden area) to the proper place. 4) Dry leaves never shall be burnt.
o) Work to be done on all working days in a Week . However, work may also be done on holiday/s as and when required and as per intimation of the dealing officer of C-DAC Kolkata.
Note 1: (A) Small tools such as gamala, Hand axe, khurpi, weeder and other necessary tools & tackles to be provided by the Service Provider with no extra cost. (B) Dress (Uniform), Gumboot, Raincoat, Hand gloves, Umbrellas, Helmets and all other safety equipment to be provided by the Service Provider with no extra cost. (C) Edge cutter secateurs, Trolley, etc. will be provide by the Service provider with no extra cost.

Note-10 - The deployed manpower of the service provider will also have to provide occasional services through its employees deployed in C-DAC, Kolkata like materials/goods loading-unloading, shifting and stacking of materials and goods, spraying of pesticides, bleaching etc. as and when required as per directions of the authorized representative/ dealing officer of C-DAC Kolkata.

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Note-11 - The deployed manpower of the service provider especially involved in cleaning & conservancy services shall be available at office premises during office hours (for example 01 person in each floor) for immediate requirement of services by C-DAC Kolkata employees, in any case.

PAYMENT TERMS & TAXES

14. **The Service provider shall RAISE THE BILL FOR A MONTH in the first week of the succeeding month, in quadruplicate, along with the following, as applicable:**

- i) **Copy of attendance records** maintained by the Service provider kept at C-DAC Kolkata.
- ii) **Proof of payment of Wages/Salary directly to the credit of Bank account of each staff** in a proper format, mentioning name, Basic pay, ESI, EPF, PF-Account No, Total deduction and Net Pay.
- iii) **Challan as proof of deposit of PF, ESI and GST** for the relevant month and along with a copy of *schedule of the remittance of PF and ESI dues in respect of each staff* deployed at C-DAC Kolkata/ project sites (specifically mentioning the names, PF and ESI account) submitted by Service provider (along with the PF challan) to EPF authorities for the entire period of contract till date. The documents are to be certified/ signed by authorized person of the Service provider affixing company seal.
- iv) ***In case of submission of incomplete bill(s), payment shall be held up till the proof is furnished and shall be at the discretion of C-DAC, Kolkata.***
- v) Payment shall be made within **30 (thirty) days on receipt of the Bill(s)** bearing all necessary supporting documents.
- vi) Statutory Taxes as applicable, shall be deducted as per rule and prevailing notifications.
- vii) **Bidder shall provide the GST No. and bank details for on line / NEFT payment**
- viii) After submission of the Bill, the Bidder shall make no further Claims; and if made, these shall be deemed to have been waived and extinguished.
- ix) **NO PART PAYMENT IS ALLOWED AT ANY CIRCUMSTANCES.**
- x) The Bidder shall entirely be responsible for payment of all other taxes, stamp duties etc. so as to be free from all statutory encumbrances.
- xi) C-DAC, Kolkata shall include all applicable Govt. taxes while placing Work Order on selected bidder. However, any increase/decrease on Govt. duties / taxes shall be applicable on quoted rates/ bid value in due course of time .
- xii) All statutory deductions shall be deducted from the payments of the bidder as applicable under Indian Tax Law.

PRICE ESCALATION

15. There will be no escalation in price rate during tenure of the contract period. C-DAC Kolkata shall not be responsible for any escalation in prices of materials, machinery, equipment etc. what-so-ever or any increase in any duties, levies, or taxes in respect thereof whatsoever and the Service provider 's rates and obligation shall remain unaffected by such escalation and/or increase.

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GENERAL CONDITIONS OF THE CONTRACT

16. **The tender notice is only for fixing a contract and shall not be construed as invitation to bid for providing the job i.e. there is no guarantee for award of work without assigning any reason whatsoever may be.**
17. It is implied that the bidder has obtained and/or has reasonably tried to obtain all necessary information directly or indirectly affecting the contract such as legal stipulation, possible delays and hindrance or interference in executing the contract and has satisfied him/her before making the offer. Unexpected difficulties or expenses shall NOT be considered excuses for difficulties in performing the contract. The rate quoted should take all factors into consideration.
18. C-DAC, Kolkata reserves the right to cancel the agreement executed without any compensation whatsoever to the Service provider any time before the award of the work. The action of C-DAC, Kolkata under this clause shall not construe the breach of contract.
19. The contracting company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this department
20. Bidders acknowledge that he assumes all risks contingent upon the nature of the contract to be actually encountered by him in executing the contract, even though such actual conditions may result in the bidder performing more or less work than that originally anticipated.
21. **C-DAC Kolkata may curtail/terminate and/or impose penalty to the Service provider during the period of the contract as per Liability & Penalty Clause given hereafter.**
22. In respect of the matters pertaining to this contract, bidders shall not directly or indirectly bring or attempt to bring any political or outside influences or intervention through any association, union or organization. All disputes, differences, clarifications etc. arising out of this contract will be represented by bidder himself or by his legal representative.
23. The Annexure(s), extension(s), corrigenda, if any shall form indivisible parts of this tender process and/ or resultant contract/agreement.
24. If Service provider defaults in commencing or in execution of work as aforesaid, C-DAC Kolkata without prejudice to any other right or remedy shall be at liberty enforce measures for performance.
25. If work is delayed apart from Force Majeure conditions by any other condition which in the absolute discretion of C-DAC Kolkata is beyond the control of Service provider then upon happening of any such involving delay, Service provider shall immediately give notice thereof in writing to PMC /C-DAC Kolkata, but shall nevertheless use constantly his/her best endeavours to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of C-DAC Kolkata to proceed with work, request for extension of time to be eligible for consideration shall be made by bidder in writing within 14 (fourteen) days of the happening of the event causing delay.
26. Bidder may also, if applicable indicate in such a request the period for which extension is desired. C-DAC Kolkata may give a fair and reasonable extension of time for completion of work.
27. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this department.
28. C-DAC Kolkata shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
29. **RELATIONSHIP OF PARTIES:** The Parties are independent entities. Under no circumstances will the employees of one Party be deemed the employees of the other Party. This Contract does not

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- grant authority for either Party to act for the other in an agency or other capacity on the behalf of the other Party. The relationship of the parties shall be on a principal to principal basis notwithstanding any of the understandings as referred to above.
30. **EXTENSION OF CONTRACT PERIOD:** The contract shall be initially for one year, unless otherwise specified. However the purchaser reserves the right to extend the contract period for 2 consecutive years on yearly renewal basis beyond the period specified in the work order, on the same rates and terms & conditions, depending on satisfactory performance and at the discretion of competent authority.
31. **ASSIGNMENT:** This Contract will bind and inure to the benefit of the successors and permitted assigns of the Parties, but neither Party will have the right to assign or otherwise transfer its rights or obligations under this Contract without receiving the express prior written consent of the other Party.

SPECIAL CONDITIONS OF THE CONTRACT

32. **Successful bidder has to indicate the total number of manpower to be deployed at C-DAC Kolkata for carrying out the services, which shall be limited to maximum 12 (twelve) Nos including ONE Supervisor suitable to oversee and monitor day to day jobs to inform the Controlling Officer of C-DAC Kolkata.**
33. However, service provider shall be required to take into consideration for providing uninterrupted services with the deployment of suitable number of manpower as per terms and conditions and the scope of work mentioned in the tender document.
34. **The successful bidder shall replace the manpower absent on any day in general. On consecutive absence of any worker for 03 days in a week shall be intimated to C-DAC Kolkata in writing with a confirmed replacement of worker.**
35. **C-DAC, Kolkata is in no way concerned with the quantity of manpower deployed** and also C-DAC, Kolkata shall be under no obligation to hire/reimburse services for any particular number of manpower absent from service and/or cessation of service deployed by the successful bidder.
36. **No cessation/ dereliction/ slowdown in daily performance/ unavailability of service by the service provider shall be entertained.** Under the circumstances, C-DAC Kolkata shall be at liberty to obtain required services from any other organization at the cost and risk of the service provider.
37. The nature and number of manpower may vary during the period of contract. C-DAC Kolkata reserves the right to increase or decrease the number and nature of manpower during the currency of the Contract, OR extension(s), thereof, if any.
38. **The manpower deployed by the successful bidder:**
- i) **Shall not have any claims of Employer and Employee relationship with C-DAC Kolkata.**
 - ii) shall not be entitled for claim, pay, perks and other facilities which may be admissible to casual, ad-hoc, contractual, Grade Based contractual, regular/confirmed manpower of C-DAC Kolkata during the currency or after expiry of the contract.
 - iii) In case of termination of the contract also, the persons deployed by successful bidders shall not be entitled to or and shall not have any claim for absorption or relaxation for absorption in the regular/any other capacity in C-DAC Kolkata.
39. **Successful bidder shall solely be responsible for deploying/ engaging/ terminating such deployed manpower for carrying out the services.** For any intent and purpose, the successful bidder shall be the 'Employer' within the meaning of different Labour Legislations in respect of

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

- manpower deployed for contractual services. **The successful bidder should make the above known, in writing, to the manpower of the successful bidder and take declaration from such deployed manpower.**
40. It shall be the responsibility of the successful bidder to meet any transportation, food, medical and any other requirement of its manpower for carrying out the contract works. C-DAC Kolkata shall have no liability in this regard at any stage.
 41. The successful bidder shall be solely responsible for redressal of grievances/ resolution of disputes relating to the manpower deployed.
 42. The successful bidder shall be required to pay salary as defined by C-DAC, Kolkata and statutory benefit thereof such as EPF and ESI and Bonus as applicable. The successful bidder shall maintain proper record as required under the law/ acts. But this will be reimbursed only on submission of proper documents of payment made to their employee(s) deployed at C-DAC Kolkata.
 43. The successful bidder shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed for the preservation of peace and protection of persons and property of C-DAC, Kolkata.
 44. The successful bidder shall communicate to dealing official of C-DAC Kolkata, the name, residential address, ages, Mobile / Telephone No., if any etc. of each of the persons deployed by him. They should also attach curriculum vitae of the person(s) to be deployed by them.
 45. Successful bidder shall be responsible for fulfilling all his obligations towards the persons deployed under the various legal provisions, as applicable and amended from time to time.
 46. **ATTENDANCE:** The Successful bidder shall arrange **bio-metric attendance capturing device** to install at the premises of C-DAC Kolkata. Monthly attendance sheet/ report received through that device shall be submitted to C-DAC Kolkata along with the bill/ Invoice (details given in the Payment section).
 47. **Working hours would be normally 7:30 hours per working day including 30 minutes lunch break in between, for each manpower deployed.**
 - i) *Suitable working time period shall be decided soon after the initiation of the job as per the contract on discussion with successful bidder and C-DAC Kolkata.*
 - ii) *However, in exigencies of work, service provider has to provide services beyond office hours and also on Saturday, Sunday and other Gazetted Holidays against on payment as per rule applicable.*
 - iii) *While providing the services aforesaid, it has to be ensured by the successful bidder that appropriate substitute manpower are provided and no one is made to work beyond 8:30 hours with 30 minutes lunch break or to work without any weekly off.*
 48. **The service provider must ensure weekly off days of its workers. Duty Roster must be prepared by him accordingly.**
 49. Successful bidder shall, on demand, furnish copies of wage register, Muster roll etc., to the Office of C-DAC Kolkata, for having paid all the dues to the persons deployed by successful bidder for the work and also statutory dues as applicable. **This obligation is imposed on successful bidder to ensure that he is fulfilling his commitments towards his employees, deployed at C-DAC Kolkata, under prevailing Labour Laws.**
 50. The successful bidder will be required to provide leaves to their employees providing Services to C-DAC, Kolkata as per West Bengal Shops and Establishment Act/any other statute as applicable to them. Provision for providing replacement of their employees on leave should be taken into consideration during submission of bids. There should be no escalation in service charges /fees/amount payable to successful bidder on this account after the contract is agreed upon

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- between C-DAC, Kolkata and the successful bidder. In Case of non-replacement of employees on leave, penalty clause will be applicable
51. Notwithstanding anything contained in the contract, the contract will be treated exclusively as a Service Agreement and having no scope of employment at C-DAC for the manpower deployed at C-DAC, Kolkata. There will be no Employer-Employee relationship between C-DAC Kolkata and the service provider or its workmen.
 52. The service provider must ensure sufficient stock of all materials, always, for execution of job. The service provider must use ISI marked floor cleaner / phenyl (eco-friendly WHO recommended materials of reputed brands such as Lysol, Bengal Chemical, Ajax, Dettol, Harpic, etc.) consumables and cleaning materials for both dry & wet cleaning. Branded quality Liquid Soap Dispenser, tissue rolls, toilet paper, room fresheners (such as Odonil, Godrej, etc.) naphthalene balls, duster brooms and other cleaning/sanitary materials must be used by the service provider. ISI marked branded quality tools and Tackles must be used for Gardening work. A list in this regard needs to be submitted by service provider to C-DAC Kolkata.
 53. The designated work, as mentioned in the scope of work, must be completed within the working days of the Centre. Deployed manpower are not allowed to work on Centre's weekly offs or on holidays unless the centre gives a written requisition in this regard. However this clause is applicable only for the work related to Centre premises. Guest House maintenance work is out of this purview and need a continuous service depending upon the guest movement. Duty roster must be followed for the manpower deployed for guest house maintenance to comply with the leave- related law in force.
 54. **All the workmen of the service provider must be adult (over the age of 18), medically fit and should not have any police record / criminal cases against them. Identity proof and fit certificates must be provided by the service provider for his workmen.**
 55. The service provider's workmen must be polite, cordial, and efficient. The service provider will be solely responsible for any unsatisfactory service and/ or unruly behaviour / act of the service provider's manpower and take immediate necessary steps including removal of its concerned employee from C-DAC Kolkata. This office shall, in no way, be responsible for settlement of such issues whatsoever. Smoking, drinking and loitering during working hours are not allowed within the office premises.
 56. C-DAC Kolkata shall not provide any residential accommodation, food, transportation and medical services for the workmen deployed by the service provider. These are the sole responsibility of the service provider. Cooking of food by the workmen inside the office premises is also strictly prohibited.
 57. Notwithstanding anything, **the service provider shall be solely responsible for supervision and control of its workmen deployed at or for C-DAC, Kolkata.**
 58. **Suitability:** It may be noted that the entire responsibility of selection of manpower for deployment to C-DAC Kolkata shall be of the successful bidder only. C-DAC Kolkata reserves the right to assess the suitability of such manpower during any time and ask for replacement if warranted as per its sole decision
 - i) *While selecting, the Certificates regarding character and antecedents should be obtained from at least one local Councillors/Head of Institution where last attended and/or the place of residence of such selected employees of successful bidders.*
 - ii) *Medical examination may be conducted by the Successful Bidder to confirm sound/appropriate physical and mental condition before any of its employees are deployed to C-DAC, Kolkata. C-DAC, Kolkata may, at its absolute discretion, check such document at any time for compliance of the terms.*

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

59. The work has to be done at C-DAC, Kolkata premises **or any state of India as required by C-DAC, Kolkata if required.**
60. **It shall be the duty of the Successful Bidder to remove any and/or all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for C-DAC, Kolkata under written information to C-DAC Kolkata.**
61. C-DAC Kolkata reserves the right to impose alteration / addition of the terms of the contract on mutually agreed basis, during tenure of Contractual period.
62. The Supervisor deployed by the service provider will be responsible for execution of daily works and submit report to dealing officer of C-DAC Kolkata in person. Problem in execution, if any, may be discussed with the dealing officer of C-DAC.
63. The successful bidder shall be responsible for payment of wages to each of the manpower deployed by the service provider should be in compliance with the proviso of Minimum Wages Act, 1948, as undernoted:
"Central Government and each State Government / UT administration, notify the Minimum rates of wages in respect of a scheduled employment separately from time to time. The rate notified by Central Government or the Concerned State Government/ UT administration, whichever is higher will be made applicable."
64. The service provider shall ensure proper conduct of his personnel in office premises, ad enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

INSURANCE

65. Without limiting any of his other obligations or liabilities, the Bidder shall, at his own expense, take and keep comprehensive insurance including third party risk for all the work during the execution at C-DAC Kolkata. The Bidder shall also take out employee's compensation insurance as required by law and undertaken to indemnify and keep indemnified C-DAC Kolkata from and against all manner of claims and demands and losses and damages and cost (including between attorney and clients) charges and expenses that may arise in regard to the same or C-DAC Kolkata may suffer or incur with respect to and/or incidental to the same.
66. The Bidder shall have to furnish originals and/or attested copies as required by C-DAC Kolkata of the policies of insurance taken within seven days of being called upon to do so together with all premium receipts and other papers related thereto which C-DAC Kolkata may require.

RISK PURCHASE AND LIQUIDATED DAMAGE

67. C-DAC Kolkata reserves the right to impose penalty/ cancel the service contract for failure on part of Service Provider to comply with any of the terms and conditions of mentioned the contract.
68. **Liquidated Damages:**
 - i) The service provider must ensure delivery of quality services daily deploying total number of manpower as per Scope of Work and other terms of the contract.
 - ii) Whenever and wherever it is found that cleanliness, conservancy and other services are not performed according to the scope of work and not up to the mark, it will be brought to the notice of the supervisory staff of the Service provider by C-DAC Kolkata and if no action is taken within One Hour, liquidated damages @ Rs. 500/- (Rupees Five Hundred only) per

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

complaint shall be imposed. The decision of C-DAC Kolkata official in-charge shall be final in this regard.

69. Manpower:

- i) Any misconduct / misbehaviour on the part of the manpower deployed by the Service provider will not be tolerated and such person will have to be replaced by the Service provider at his own costs, risks and responsibilities immediately, with written intimation to C-DAC Kolkata.
- ii) The Service provider should ensure to maintain total number of manpower daily as per the contract and also arrange a pool of standby manpower/supervisor. In case any manpower/supervisor absences from the duty, the reliever of equal status shall be provided by the Service provider from an existing pool of manpower. If the number of manpower is less than the contracted manpower, a penalty @ Rs. 500/- (Rupees Five Hundred only) per manpower per day will be deducted from the service provider's bill.
- iii) In case of complete cessation of work for a period of continuous two days, C-DAC Kolkata has the right to terminate the contract forthwith and award the contract to any alternative vendor/s at the cost, risk and responsibilities of the Service provider and excess expenditure incurred on account of this will be recovered by C-DAC Kolkata from the Service provider's Security Deposit and/or pending bill / by raising a separate claim.

70. Materials

- i) Any deviation in the material quality and quantity contracted will invoke penalty as decided by the competent authority of C-DAC Kolkata.

71. Risk Clause

- i) The Service provider shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.
- ii) C-DAC Kolkata reserve the right for termination of the contract at any time by giving one month written notice for violation of any term of the contract and/or if the services are found unsatisfactory and in that case C-DAC Kolkata also has the right to award the contract to any other selected vendor/s at the cost, risk and responsibilities of Service provider and excess expenditure incurred on account of this will be recovered by C-DAC Kolkata from the Service provider's Security Deposit and/or pending bill / by raising a separate claim.

TERMINATION

72. The contract is terminable at an early stage with at least 30 (thirty) days clear notice in advance in writing assigning reason/s thereof, if any.

73. However, under this circumstance, the service provider shall continue to provide services, as agreed herein, till alternate arrangements are made by C-DAC Kolkata.

74. The contract may be terminated by giving one month prior notice owing to the following:

- i) Irregularity and/or dereliction of service provided without any justification for more than 07 days in a month.
- ii) Cessation of service provided for more than 03 days in a week without any prior intimation in written.
- iii) Substandard quality of manpower supplied without any reason and intimation.
- iv) Non-replacement of manpower deployed within 03 days of intimation who is charged for infringement of office discipline.

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

- v) Non-replacement of manpower deployed within 03 days of intimation who is convicted any sort of criminal offences on record.
 - vi) On the expiry of the contract period or extension(s), if any as stated above.
 - vii) On account of committing breach by the successful bidder of any of the terms & conditions of the agreement/tender.
 - viii) Assigning the contract or any part thereof or any benefit or interest therein or thereunder by successful bidder to any third person or sub-letting whole or part of the contract to any third person.
 - ix) On Successful bidder being declared insolvent by competent court of law, becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers or enters into an agreement for the benefit of creditors.
75. Bidder and a representative of C-DAC Kolkata in order to ascertain the dues payable. Successful bidder shall refund the amount to C-DAC Kolkata, if it is received in excess to the completion of work till the date of termination. Upon such payment by C-DAC Kolkata to successful bidder or by Successful bidder to C-DAC Kolkata as applicable, all obligations, duties, and liabilities of each of the parties hereto under this contract shall be forthwith completely discharged except the responsibility/liability of those is noticed/observed/known/ mentioned in this contract.
76. **Survival:** In the event of termination or expiration of this Contract, then the provisions of this Contract that are intended by their nature to survive such termination or expiration shall survive.

Address for Communication:

The Purchase Officer (In-Charge),
Plot-E2/1, Block-GP, Sector-V, Salt Lake Electronics Complex,
Bidhan Nagar, Kolkata – 700 091;
Phone No. 033 2357 9846/5989/4258, Fax No.: 033 2357 5141

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

FORMATS

To be submitted on Letter Head of the Bidder

TECHNO COMMERCIAL PARTICULARS AND COMPLIANCE CHECK LIST

Sl. No.	Description	Complied (Yes/ No)	Attested Copy(ies) of attached (Yes/ No)
1.	certificates of registration with a brief profile of the Service Provider Tendering Service Provider shall bear details of organisation/ company name and Name(s) of Proprietor/ Director of Service Provider		
2.	Full address of Registered Office with Telephone No., FAX and E-Mail		
3.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail.		
4.	Banker of Service Provider with full address (Attach certified copy of statement of bank A/C for the last six months duly attested by the bankers')		
5.	PAN No.		
6.	GST No.		
7.	E.P.F. Registration No.		
8.	E.S.I. Registration No.		
9.	Trade License Registration Number		
10.	Should have arrangement of In-house training in the sphere which may be required to be exhibited at site.		
11.	Registration under Shops & Establishment Act, 1963		
12.	Contract Labour License from the Statutory Body of Govt. of West Bengal		
13.	Deployed minimum of 500 people in at least 10 numbers of Regulatory bodies, Large Educational /Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies.		
14.	Audited Annual Financial Reports of Profit & Loss account certified by Chartered Accountant.		
15.	ISO 9001:2008 and/or 9001: 2015 certifications (any one)		
16.	providing at least 03 (three) similar kind of services during the latest last 05 (five) financial years in Regulatory bodies, Large Educational/ Research Institutions, Universities run by Central Government/ State Government Departments, Public or Private Sector Companies/ Undertakings, Autonomous Bodies.		

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17.	Certificate for not been black listed/ debarred by any of the government agencies and/or department		
18.	Certificate for not been Found guilty of commission of acts of moral turpitude and/or convicted for any economic offence and/or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.		
19.	Certificate for not been having Any record of termination of contract in the past 3 years on account of violation of laws or deficiency of services or breach of contract.		
20.	<i>Scanned copies in support of all above mentioned documents must be submitted along with the filled up tender document, failing which the bid may be summarily rejected.</i>		
21.	<i>The Service provider awarded the contract, shall ensure that they shall deploy the number of persons as per the number mentioned in the final contract, complying with the Acts and Rules of the Land.</i>		
22.	List of other clients		
23.	Any other information to establish financial worth and technical competence.		
24.	Arrangement bio-metric attendance capturing device to install at the premises of C-DAC Kolkata. Monthly attendance sheet/ report received through that device shall be submitted to C-DAC Kolkata along with the bill/ Invoice (details given in the Payment section).		

(Attach separate sheet if space provided is insufficient)

Date: _____

Signature: _____
[With Rubber Stamp of the Bidder]

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

To be submitted on Letter Head of the Bidder

**LIST OF 03 (three) SIMILAR SERVICES DURING THE LAST 05 (FIVE) YEARS OF GOVT./GOVT. UNDERTAKING/AUTONOMOUS BODY/INSTITUTION OF REPUTE
(Attested copies of work orders may also be attached.)**

Sl No	Details of client	Amount of Contract (in Rs. lacs)	Duration of Contract	
	Name with Full address and phone & Fax number(s)		From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

Date: _____

Signature: _____
[With Rubber Stamp of the Bidder]

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

To be submitted on Letter Head of the Bidder

FOR THE ACCEPTANCE TO THE SCOPE OF WORK (Bidder/s has/have to fill the blank column of the following table with YES or NO and submit along with the Technical Bid)

Sl. No.	Job Description	Agreed (YES / NO)
	The Service Provider has to deploy ONE Supervisor (inclusive of maximum 12 nos of manpower services) SUITABLE to oversee and monitor the day-to-day work and inform to authorized officer of C-DAC Kolkata on daily basis for all such jobs/activities.	
Gardening and landscaping Work		
a.	Prepare and maintain the premises from Horticulture point of view beautiful with lush green environment.	
b.	Plantation of seasonal flowers /plant(s) should be prepared and planted at places throughout the premises (as per availability and advice of C-DAC Kolkata).	
c.	The Service provider should demonstrate his own initiative for horticulture up gradation of C-DAC Kolkata premises.	
Maintenance		
a.	Trees, plants, shrubs, hedges, lawns within the premises shall be well maintained in shape & size through regular pruning and removal of unwanted branches of shrubs.	
b.	Lawn will be mowed with mower regularly. The lawn will be suitably irrigated with water. The grass shall be kept free from unwanted weeds. The application of fertilizer and manuring of the lawn shall be done.	
c.	In absence of Lawn Mower, necessary arrangements should be made by service provider for lawn mowing without any extra cost to C-DAC, Kolkata.	
d.	Different types of cutting, trimming, shaping, top dressing of plants including earth work, spreading and mixing of cow dung manure and fertilizers and levelling and bund making etc.	
e.	Regular watering of grass, lawns, trees, shrubs, plants etc. (for both front and rare garden area and indoor plants)	
f.	The trees shall be kept free from all kind of weeds.	
g.	The hedge shall be free from dodder, cuscute and unwanted plants.	

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h.	The plants/ hedges/ trees etc shall be watered regularly as required. Light pruning, trimming, thinning etc. shall be done on regular basis.	
Sl. No.	Job Description	Agreed (YES / NO)
i.	The plants/ hedges/ trees etc shall be watered regularly as required. Light pruning, trimming, thinning etc. shall be done on regular basis.	
j.	Spraying of insecticides, pesticides and weedicide on the plants as and when required.	
k.	Periodic checks to be carried out for pests & disease and in case of infestation, prompt action must be taken for eradication.	
l.	Proper maintenance and keep roads and adjoining areas clean of grass and waste materials.	
m.	Gap filling in lawn, new plantation of trees, shrubs and creepers will be done by the contractor without any extra charges as per the need of C-DAC Kolkata. This Centre will bear the cost of the plants only.	
n.	Nursery to be maintained by the Service provider	
Flowers		
a.	Ensure that maximum flowers are available throughout the year in these beds.	
b.	Flower bed preparation by uprooting the old plants for sowing planting of new seedlings (seasonal and perennial both).	
c.	Maintain beds of flowers and other bulbous plants etc. including	
d.	preparation of beds, watering, inter culture, weeding, thinning, spraying of insecticide etc.	
Indoor plant arrangement to be done in office for decoration.		
a.	Preparation and maintenance of flowers and plant pots with flowers and plants at both indoor and outdoor areas and/or at designated places to be decided.	
b.	Carrying, transportation and placing of decorative plants to the location of seminar/function/special event of C-DAC Kolkata on as and when required basis.	
c.	Plant casualty due to negligence or poor maintenance by the contractor will be replaced by the Service provider with healthy and acceptable plants, free of any charges.	
Removal		
a.	After clipping or pruning of hedge, trees/ plants/ grass etc, the pruned material along with dried leaves/ gardening waste shall be collected in bulk	

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

	shall be arranged by the Service provider and disposed of at specified location	
Sl. No.	Job Description	Agreed (YES / NO)
b.	Lifting of fallen trees, branches and twigs etc. and storing as directed.	
c.	Garbage bags for storing of gardening waste shall be arranged by the service provider to remove the waste/ dry fallen leaves, other garbage (of the garden area) to the proper place.	
d.	Dry leaves never shall be burnt.	
e.	Work to be done on all working days in a Week . However, work may also be done on holiday/s as and when required and as per intimation of dealing officer of C-DAC Kolkata.	
Note 1:		
1	Small tools such as phawda, gamala, Talwar, Hand axe, khurpi, weeder to be provided by the Service Provider.	
2	Dress (Uniform), Gumboot, Raincoat, Handgloves, Umbrellas, Helmets all safety equipment to be provided by the contractor.	
3	Edge cutter secateurs, Trolley, etc. will be provide by the Service provider.	
1.0 Cleaning and Conservancy services including Guest House and Porta Cabin		
2.1 Daily Jobs:		
PART-I: Main Building & Toilets		
a.	Sweeping, dusting, wiping and cleaning every corners of the 03 floors (both tiled and carpet floors), ceiling, walls, curtains, toilets etc. and partition walls (made of brick, wooden, ply, aluminium frame, glass panes, etc.) of all the labs, chambers, training rooms, studio rooms, Meeting/ Conference rooms etc in the Main building.	
b.	Sweeping, dusting, wiping and cleaning Rood areas from entrance/ main gate to building including surrounding road/ walking areas including backside pavement areas.	
c.	Dusting and wiping of all furniture, storages, and fixture, Computers and printers, telephone sets, etc. and application of perfumed disinfectant on the telephone handsets	
d.	Cleaning of all the (i) corridor of each floor (ii) staircases of each floor (iii) Toilets/Lavatories (all toilets) in the Main office building,	
e.	Immediate removal of stains, if any, on floors inside the premises including toilets and lavatories using suitable and required cleaning reagent/chemicals.	

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Sl. No.	Job Description	Agreed (YES / NO)
f.	Spraying Room Air-freshener in each room/chamber/enclosure on routine basis to avoid offensive odour inside the main building, guest house, training rooms, etc.	
PART-II: Centre Head's chamber & Toilet		
a.	Sweeping, dusting, wiping and cleaning of floor carpet using vacuum cleaner etc.	
b.	Cleaning of toilet (this shall be completed by 8.30 A.M. in the morning / earlier, if informed in prior on requirement).	
PART-III: Security Room		
a.	Sweeping, dusting, wiping and cleaning its floor & walls	
b.	Dusting, wiping and cleaning furniture & telephone sets, wall racks, Tables & Chairs, sofa etc.	
PART -IV: Toilets		
a.	With necessary cleaning agent / disinfectant (Phenyl/Bleaching powder, Harpic, cleaning chemicals, etc.) – Twice a Day . Cleaning more than twice may be needed in rainy season/ other special occasions.	
b.	To upkeep and maintain cleanliness and functioning of all fittings in toilets and lavatories of the premises, such as, "wash basin tray", "soap container", "tissue paper holder", "hand shower", "Overhead shower", "Hand Drier", "mirror", "Bib Cock", "Towel Rod", "Towels", etc. including immediate minor repair and replacement as applicable. Towels in toilets are to be changed every day with fresh ones.	
c.	Putting Toilet Air-freshener in all toilets and naphthalene balls, etc. in all urinals on regular basis. Maintaining hygiene of toilets including sewerage lines all through the day.	
PART-V: Porta Cabins and Adjacent Areas		
a.	Sweeping, dusting, wiping and cleaning of entire floor of Porta Cabins and its walls (internal and external) including Classroom, Store room.	
b.	Cleaning of all dining tables and chairs, table, steel furniture of Porta Cabin.	
c.	Sweeping, dusting, wiping and cleaning of entire floor of Kitchen areas (cooking area, Tea-making area) including wash basins,	
PART-VI: Guest House		
a.	Sweeping, dusting, wiping and cleaning of entire guest house and its adjacent areas, as applicable, which includes Floors, ceiling, walls, staircases, stair rails curtains, toilets, furniture, fixtures etc and walls (made of brick, wooden, ply, Aluminium frame, glass panes, etc.)	

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

Sl. No.	Job Description	Agreed (YES / NO)
b.	Cleaning of utensils used for guests at guest house, when occupied by guests.	
c.	Cleaning of its all toilets with necessary cleaning agent/ disinfectant (Phenyl/Bleaching powder, Harpic, cleaning chemicals, etc.). Cleaning more than once may be needed in special occasions.	
d.	Any defect noticed in respect of electric appliances or damages of furniture shall be brought to the knowledge of dealing official immediately and shall have to be pursuing till rectification.	
e.	Sweeping, dusting, wiping and cleaning of entire guest house and its adjacent areas, as applicable, which includes Floors, ceiling, walls, staircases, stair rails curtains, toilets, furniture, fixtures etc and walls (made of brick, wooden, ply, aluminium frame, glass panes, etc.)	
f.	Cleaning of utensils used for guests at guest house, when occupied by guests.	
g.	Cleaning of its all toilets with necessary cleaning agent/ disinfectant (Phenyl/Bleaching powder, Harpic, cleaning chemicals, etc.). Cleaning more than once may be needed in special occasions.	
h.	Any defect noticed in respect of electric appliances or damages of furniture shall be brought to the knowledge of dealing official immediately and shall have to be pursuing till rectification.	
PART-VII: Others		
a.	Cleaning, collection and disposal of discarded and waste materials from all dustbins of the main building, guest house, training rooms and its disposal at suitable place as per instruction of the authorized representative / dealing officer of C-DAC Kolkata.	
b.	Garbage disposal including gardening waste of office premises and guest house as per rule of the local civic authority and as approved by C-DAC Kolkata.	
c.	Maintenance and quality cleaning of all the rooms, chambers, enclosures including toilets and bathrooms, glass window panes, Venetian blinds and fixture/furniture of Guest House.	
d.	Maintenance and quality cleaning of all the rooms, chambers, enclosures including toilets and bathrooms, glass window panes, Venetian blinds and fixture/furniture of Guest House.	
e.	Assisting C-DAC Kolkata's Electrical Maintenance Team for various repair and installation work on as and when required basis.	

I/We accept the above terms and conditions.

Seal and Signature of the Authorized Signatory of the Bidder.

HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

Sl. No.	Job Description	Agreed (YES / NO)
f.	Daily checking and removal of the leakages and blockages, if any, of the supply and drain lines of wash basins, commodes, urinals, etc. in toilets of the office premises and guest house.	
g.	Cleaning of Training room at backside of the main building, all pathways, etc. in the premises.	
Note-2: Daily cleaning and conservancy jobs inside the premises (i.e all labs, chambers, training rooms, Centre Head's Chamber, all conference halls etc) should be completed preferably by 09.00 Hrs. on all weekly working days as per requirements and satisfaction of C-DAC Kolkata.		
Note-3: Maintenance of a Status Report and Check List in a Log Book on day to day basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata		
Note-4: Materials to be supplied by the Service provider for such daily cleaning and conservancy services under this contract are given in the list attached as Annexure-I. The item/s, brand/ make and quantities mentioned in the above table may be modified/ added/ deleted time-to-time by C-DAC Kolkata on the basis of actual requirement.		
Note-5: Detailed list of materials used for cleaning & conservancy purposes shall be submitted to the dealing Official at C-DAC Kolkata in advance		
2.2 WEEKLY JOBS:		
a.	Washing and scrubbing of floors areas of office premises and guest house with detergents/stain removing agents, cleaning of sanitary wares with appropriate and approved cleaning agent/acid to ensure proper shine.	
b.	General cleaning of rooftop in presence of C-DAC official and/or security personnel	
c.	Polishing of all name plates of office premises & guest house.	
d.	Cleaning of all wash basins and table chairs of Porta Cabins.	
e.	Cleaning of Porta Cabins. backward areas.	
f.	Cleaning of all carpets and door mats of office premises and guest house with vacuum cleaner.	
g.	Cleaning and maintenance of all cisterns, taps, water pipelines, washbasins, etc	
h.	Vacuum cleaning of Carpets, sofa, chair covers, curtains etc. of Guest House on weekly basis.	
i.	Vacuum cleaning of Carpets in the main building.	

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

Sl. No.	Job Description	Agreed (YES / NO)
j.	Cleaning of stair case of Guest House.	
k.	Checking and removal of cobwebs at junctions and corners of walls, false ceiling, staircases, External walls of Porta Cabins, lift lobbies, etc. inside the premises.	
l.	Applying of bleaching power within office premises.	
Note-6: Maintenance of a Status Report and Check List in a Log Book weekly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata		
2.3 MONTHLY JOBS:		
a.	Dusting and cleaning of all ceiling and exhaust fans, electrical fittings, glass fittings, window frames and shutters, glass panes of windows of office premises and guest house including glass panes of front façade at entrance to reception in ground floor and lift lobbies - all with approved glass cleaning agent.	
b.	Cleaning of ceiling, slabs, wire mesh fitted on walls; exhaust fans, etc. in kitchen area using kerosene oil, brush, detergent and other cleaning agent as per instruction and satisfaction of C-DAC Kolkata.	
c.	Cleaning and dusting of rooftops of Porta Cabins sheds and other tin/metal sheds.	
d.	Checking and uprooting of weeds and unwanted trees like, peepal, banian, etc. grow on exterior walls, concrete pathways, roof tops etc. of the main building, guest house and other civil establishments of the premises as per instructions of C-DAC Kolkata.	
Note-7: Maintenance of a Status Report and Check List in a Log Book weekly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata		
2.4 QUARTERLY JOBS:		
a.	Cleaning of PVC Overhead Water Tanks (3 nos. of 4000 Ltr. capacity tank on the rooftop of main building and 1 no. of 2000 Ltr. capacity on the rooftop of Guest House) applying necessary acid/cleaning agents, such as Potassium Permanganate, Bleaching Powder, etc.	
b.	Cleaning of underground sewerage system and storm water lines (inside and outside the premises) applying necessary tools, acid, Potassium Permanganate, Bleaching Powder, etc. with prior intimation to the office.	

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HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

Sl. No.	Job Description	Agreed (YES / NO)
c.	Cleaning and washing of all water supply pipelines and rain water pipe lines of the premises applying necessary tools, hand pump, muriatic acid and/or approved cleaning agent/s etc. to ensure smooth flow of water.	
Note-7: Maintenance of a Status Report and Check List in a Log Book on Quarterly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative/ dealing officer of C-DAC Kolkata.		
2.5 HALF-YEARLY JOBS:		
a.	Cleaning of Underground Water Reservoir having 6 chambers with total capacity of 26400 Ga. Underground Water Reservoir needs to be cleaned applying necessary cleaning agents, such as Potassium Permanganate, Bleaching Powder, etc. as approved.	
Note-8: Maintenance of a Status Report and Check List in a Log Book on Half-yearly basis signed by the supervisor of the Service Provider and countersigned by the authorized representative / dealing officer of C-DAC Kolkata.		
Note-9: Jobs mentioned under Weekly, Monthly, Quarterly and Half-yearly schedules may also require to be done on any intervening day/s based on requirement and instruction of the authorized representative / dealing officer of C-DAC Kolkata.		

Date: _____

Signature:
[With Rubber Stamp of the Tenderer]

I/We accept the above terms and conditions.

Seal and Signature of the Authorized Signatory of the Bidder.

HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA

To be submitted on Letter Head of the Bidder

DECLARATION SUBMITTED BY THE BIDDER

In response to the Tender Terms and condition for “**HIRING OF AGENCY FOR PROVIDING HOUSEKEEPING SERVICES ON OUTSOURCED MODE AT C-DAC KOLKATA**” vide tender No CDAC(K)/MMG/PUR/37/BF/Admin/72/2023-24 Dated: 29 Nov 2023, I/We have inspected the place of work and have made myself/ourselves fully acquainted with local conditions in and around the place of work.

1. I/We promise to abide by the stipulations and all terms and conditions mentioned in the contract/tender documents and carry out and complete the work mentioned in the Scope of Work to the satisfaction of C-DAC, Kolkata.
2. I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.
3. We further declare that presently our Company/ firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

() Strike off which one is not applicable*

Signature: _____
[With Rubber Stamp of the Bidder]

Date: _____

I/We accept the above terms and conditions.

Seal and Signature of the Authorized Signatory of the Bidder.