



Punjab Livestock Development Board
ਪੰਜਾਬ ਪਸ਼ੂਪੰਨ ਵਿਕਾਸ ਬੋਰਡ

Livestock Complex, Sector 68, Near Army Institute of Law, S.A.S. Nagar-160062
Additional Chief Executive Officer E-mail: dahpunjab@gmail.com Tel.No. 0172-2217083, Fax: 0172-2217084

TENDER NOTICE FOR PROVIDING HOUSE KEEPING SERVICE

Punjab Livestock Development Board, Livestock Complex, Near Army Institute of Law, S.A.S. Nagar invites sealed tenders under two bid system from eligible firms/companies for providing housekeeping services for its office located at the above mentioned address.

The sealed bidding document (Technical Bid, Financial Bid & along with EMD duly filled and signed) should be addressed to Deputy Chief Executive officer, Punjab Livestock Development Board at the above mentioned address on or before 12 July 2017, 1500 Hrs. Tender received after stipulated time and date shall be rejected summarily. The tender must be accompanied with earnest money amounting Rs. 20,000/- (Rs. Twenty thousand only) in the shape of demand draft in favour of "Punjab Livestock Development Board" payable at Chandigarh. The tender document may be also downloaded from our Web site www.husbandrypunjab.org. The bidder who have downloaded the tender document should submit separate demand Draft for the application fee of Rs. 100/- and this should be attached with the fee for EMD in the Technical bid of tender document; else tender document for the bid will not be accepted.

The Board reserves the right to accept/reject any of the Tender(s) without assigning any reason whatsoever and shall be final and binding:

Addl. Chief Executive Officer,

Certified that this document consists of 28 pages (Serially numbered 1 to 28)

**Deputy Chief Executive Officer
Punjab Livestock Development Board
S A S Nagar.**

Punjab Livestock Development Board office complex namely Livestock Complex situated at Sector 68 at SAS Nagar. PLDB intend to invite bids for Annual Maintenance and cleaning of this modern office complex.

Scope of Work

The general scope of work shall include the cleaning & maintenance of civil work, Public Health works and Electrical Works, Fire Fighting system, repair of pumping machinery for W/S & storm water drainage, Sub Station, Generator etc

Cleaning & maintenance

Cleaning the building shall be done with the latest mechanical and manual equipment as prescribed in the DNIT. However the broad area [Tentative] of operation is as follows;

CIVIL WORK

Covered/Floor Area	65,000 Sft
Basement Area	20,000 Sft
Open Area (Parking and Paver)	25,000 Sft

contractor

witness

DCEO

Terrace Area	13,000 Sft
False Ceiling Area	65,000 Sft
Glass Panes	11,000 Sft
Structural Glazing	9,000 Sft

PUBLIC HEALTH WORK

Gent/Ladies Common Toilet	61 nos
Individual Toilet	06 nos
Pantries	10 nos

Detail of Fixtures

European type WC	67 nos
Set of three No. Urinals	10 nos
Single Pot Urinal	17 nos
Wash Basins/Sinks	77 nos
Water storage tanks on terrace of varying capacity	50000 Lts
Underground storage reservoir	2,00,000 Lts
Sumps for storm water	8 nos
Sumps in basement	4 nos
Sullage sewer	150 rmt
Storm Sewer	120 rmt
Water Supply	500 rmt

Running and operation of electrical driven pumping machinery for water supply, sump pumps

The detail of machinery is as under

For drinking water

Submersible Pump	7.5 BHP	2 No
Sludge pump in basement	2 HP	1 No
Single phase mono block pump	3 HP	1 No

Electrical Work

Light points	1100 Nos
Exhaust Fans	50 Nos
Light Plug Points	160 Nos
Power Plug Points	160 Nos
Fan Point	300 Nos
Call Bell Point	75 Nos
External lighting points	50 Nos

Detail of fixtures

1 x 36W	400 Nos
Down Lighting	375 Nos
LED 18 watt	350 Nos

Tube light 36 watt	350 Nos
Fans	300 Nos

Note.

1. The above detail is informatory in nature and can vary at site. No claim whatsoever on this ground would be entertained.

- 1 Labor for repair of all civil works, all distribution boards, distribution panels, fitting along with wiring, switches and sockets, all connecting plumbing work including CP & chinaware fixtures & fitting (as per detail given) and water management, all minor carpentry/glazing work, external lighting & facade lighting shall be done by the contractor. However all spares shall be provided by Department/PLDB free of cost, but the contractor shall deposit the old replaced items with the Department/PLDB .

- 2 Following pest control solution shall be provided by contractor as and when required during the contract period.
 - General pest control
 - Anti mosquito treatment

Detailed Scope of work with area

Basement/Semi Basement and Ramp (Area 2000 Sqm approx)

(Required Worker-01 Nos)

Daily Cleaning Schedule:

Cleaning of the entire basement floor area

Cleaning of doors and windows

Cleaning of restrooms/toilets

Cleaning of pump room

Cleaning of Fire Pump room

Fortnightly Cleaning Schedule:

Wet Cleaning of the floor area of basement

Removal of cobwebs.

Monthly cleaning Schedule:

Cleaning of Glasses with Colin/or equivalent and Newspaper

Washing of floors with wizard floor washing machine

Area-Open Area, All Entrance & Porches**(Man Power – 02 No.)****Daily Cleaning Schedule:-**

- Sweeping of footpath on all sides preferably with Flipper Sweeping Machines
- Sweeping of the area between boundary wall & the building
- Cleaning of Motor-able Road
- Cleaning of Entrance Staircase
- Cleaning of RCC Parking & Pavers

Monthly Cleaning Schedule :-

- Washing of Entire Open Area through High Pressure Jet Machine
- Cleaning of boundary walls, grills
- Cleaning of drains
- Cleaning of all exits & entrances

Glass Pane Area

(Total Man Power – 01 No.)

Cleaning Schedule :-

Minimum one person shall always be deployed on a continuous basis specifically for cleaning of the total glass pane area.

Area-Ground Floor to the Second Floor

HOUSE KEEPING SCHEDULE & CHECK LIST			
S. No.	Area	Frequency	Type of Cleaning Required
1.	Toilet blocks		
	Floor	Every 2 hours or as required Minimum 4 times a day.	Initially with a good quality floor cleaners (equivalent to (DETTOL) all the mopping with phenol of reputed make.)
	Urinals		Clean with Harpic/ Saini Fresh or any other good quality cleaner. At the end use Phenol and place naphthalene balls. Required soap/liquid soap/toilet paper etc should be available in the all toilets.
	WCs		Clean with Harpic/ Saini Fresh or any other good quality cleaner. At the end use Phenol and place naphthalene balls. Required soap/liquidsoap/toilet paper etc should be available
	Toilet Block Walls and Tiles	Once in a week	Wall tiles shall be washed with the good quality cleaning powder and mop with dry cloth. Floor shall be cleaned with the cleaning machine.
	All Toilets attached with officers room	Daily or as and when required	Check daily and replenish regularly as and when required. Soap, toilet paper etc. should be available every time in all the toilets.
2	Floor areas	Daily	Cleaning and moping with wet mops/prescribed machine.
		Fortnightly	Cleaning should be done with the prescribed machine using good quality cleaning powder/liquid soap to make the area stain free.
3	Ceiling/ wooden partition/ furniture curtains/ blinds/ grills of entire office area, Towels etc.	Monthly	Removal of cobwebs, Removal of dust using the vacuum cleaner and cleaning washing of towels and curtains, blinds whenever required
4	Carpeted areas	Weekly	Removal of dust using vacuum cleaner.
5	Pantry	Twice Daily	Cleaning and mopping with wet mops.
6	Light fittings	Monthly	Removal of cobwebs. Removal of dust using vacuum cleaner
7	Venetian blinds	Fortnightly	Removal of dust using vacuum cleaner.
8	Glass partitions, windows & doors	Daily & Weekly	To be cleaned using cleaning material (COLLIN etc.) once a week. At the end to be wiped using normal newspaper. Daily cleaning to be done using dry cloths to remove any dust.
9	Air conditioning units outer covers & grills	Monthly	Covers/ Grills which can be removed to be washed using good quality liquid soap.
10	UPS rooms	Weekly	To be cleaned and dusted annually or by using vacuum cleaned
11	Water coolers/ dustbins/ water flasks buckets	Weekly	To be cleaned with good quality detergent.
12	Under grounds storage Tanks and HDPE storage Tanks on Terrace	Monthly	To be cleaned manually or mechanically and afterwards the required quantity of standard quantity of disinfectant to be added
13	Sewer Cleaning	As and when required	Sewer/Storm sewer lines are to be kept clean with the complex up to the point of connection to the City Sewer.

14	Pumping Machinery of Drinking water & Storm water drain fountain & for cooling Tower	Daily	The existing pumping machinery to be operated and kept in working order for 24 hrs to ensure proper water supply and to dispose of storm water from the sumps in the complex. In case of electricity failure, Diesel for generating set will be supplied by Department/PLDB against the production of entry in log book and after verification of Deputy CEO PLDB..
15	General Pest Control, anti mosquito treatment etc.	Monthly	General pest control is to be done with standard quality pesticides monthly, but other treatment like Anti Mosquito treatment as and when required.

THE TEAM**1. SUPERVISOR****Profile:-**

- One 10+2 in any stream with minimum experience of 2 years in housekeeping and cleaning in reputed firm dealing in such job
- Good leadership and Communication quality

Responsibilities:-

- Checking of staff
- Looking for maintenance schedule
- Maintenance of Log Book
- Monitoring of Daily, Weekly, Monthly work routine
- Maintenance of Checklist for every tank cleaned
- Maintenance of stock Register/Books of Consumable material
- Responsibility for availability of material and procurement of the same

2. ELECTRICIAN/ASST ELECTRICIAN/FIRE ALARM ATTENDANT**Profile:-**

- ITI Certificate Holder in Electrical Trade.
or
- Minimum 3 years experience of similar job.

Responsibilities:-

- Changing and Repair of Equipments
- Checking on health of System/Machines/Equipments
- Interaction with Site Supervisor

3. PLUMBER/ASST. PLUMBER**Profile:-**

- ITI Certificate holder in Plumbing Trade
or
- Minimum 3 years experience of similar job

Responsibilities:-

- To check valves for leakage
- To check pipe Lines for leakage
- To check Water Pressure in taps and cistern
- To repair all plumbing & water supply services.

4. PUMP OPERATOR/ASST PUMP OPERATOR**Profile:-**

- ITI Certificate Holder in Electrical/Diesel Mechanic Trade
or
- Minimum 3 years experience of similar job

Responsibilities

- Operating of Pumping Machinery
- Maintenance of Log Book

5. SEWER MAN**Profile:-**

- Minimum 3 years experience of similar job

Responsibilities

- Maintenance of Manhole and Sewers
- To check Floor trap, Road Gulley and Rain Water Pipe

6. CARPENTER?ALUMINIUM FABRICATOR**Profile:-**

- ITI Certificate Holder
or
- Minimum 3 years experience of similar job

Responsibilities

- Maintenance of Door, Windows and Partition
- Replacement of Brocken Glasses

7. CCTV/NETWORKING**Profile:-**

- ITI Certificate Holder
or
- Minimum 3 years experience of similar job

Responsibilities

- To check and repair faults in CCTV and Networking.

8. GARDNER/HELPER FOR GARDNER

Profile:-

- Minimum 3 years experience of similar job

Responsibilities

- Maintaining Green Area.
- Watering and manure the Plants/Flower Pots/Planters

9. HOUSE KEEPERS

Responsibilities

- Regular cleaning of Floor area, toilet and open area.
- Keeping surrounds neat and clean.

Distribution of Manpower for HOUSE KEEPING

<u>S. No.</u>	<u>Area/Work</u>	<u>No. of Manpower</u>	<u>Remarks</u>
1.	Basement	01	Single Shifts for 8 Hrs
2.	Ground Floor	01	Single Shifts for 8 Hrs
3.	First Floor	02	Single Shifts for 8 Hrs
4.	Second Floor	02	Single Shifts for 8 Hrs
5.	Third Floor	02	Single Shifts for 8 Hrs
6.	Fourth Floor	02	Single Shifts for 8 Hrs
7.	All Open Areas	02	Single Shifts for 8 Hrs
8.	All Toilets	05	Single Shifts for 8 Hrs
9.	Window Panes and Glazing	01	Single Shifts for 8 Hrs
10.	Supervisors	01	Single Shifts for 8 Hrs
	Total	19 Nos.	
11.	Electricians	01	Single Shifts for 8 Hrs
12.	Assistant Electricians	01	Two Shifts for 8 Hrs each
13.	CCTV Camera/Networking	on call	
14.	Carpenter/Aluminum Fabricator	01	Single Shifts for 8 Hrs
15.	For PH Services Plumber Sewer Man	01 01	Personal required for operation and maintenance of water supply and sewerage.
16.	Landscaping Gardner Helper	01 01	Single Shifts for 8 Hrs Single Shifts for 8 Hrs
17	Lift Operator	03	Single Shifts for 8 Hrs

LIST OF MACHINERY AND T & P REQUIRED

S. NO.	Description	Quantity.
1.	Single disc electrically operated floor washing machine.	01 Nos
2.	RE-43 or equivalent automatic electrically operated floor auto scrubbing and drying machine	01 Nos.
3.	Trolley for washing	03 Nos.
4.	UNGER or equivalent pole ceiling cleaning systems	01 Nos.
5.	UNGER or brush wall and window cleaning systems	02 Nos.
6.	Flipper or equivalent manual sweeping system machine	01 Nos.
7.	High pressure washing machine	01 Nos.
8.	Heavy Duty vacuum cleaner	01 Nos.
9.	Floor held drill electrically operated for concrete/electrical/ other purpose	01 Nos.
10.	Adjustable M.S./aluminum ladder i. to reach up to 12' height	01 Nos.
11.	Wooden stools	5 Nos.

1. In addition to above, any other machinery as required to complete the job of civil, PH, and electrical work, will also be arranged by the agency at his own cost as directed by the Deputy CEO, PLDB.
2. It shall be responsibility of the contractual agency to safely operate the machinery by employing skilled operator. In case of mishap, the contractual agency shall be wholly and solely responsible for all claims, liabilities and legal consequences. **PLDB** shall not be responsible at any level for any type of claims and legal consequences.

Approximately requirement of Consumable material required per month for cleaning and housekeeping of Livestock Complex Sector 68 ,SAS Nagar, Mohali

S. No.	Items	Nos./Quantity
1.	Dettol Liquid Soap	6 nos
2.	Dettol Soap Case	62 nos
3.	Harpic/ Saini Fresh	35 Ltr
4.	Phenol Concentrate	10 Ltr
5.	Nethalene Balls	5 Kgs
6.	Urinal Cube	6 nos.
7.	Room Air Fresheners	10 nos
8.	Air Freshener (Odonil etc)	30 nos
9.	Floor Cleaner	10 Ltr
10.	Glass Cleaner (Collin)	5 Lts
11.	Wiper	10 nos
12.	Web Brush	10 nos
13.	Wheel Powder/Surf	5 Kg
14.	Soft Brooms	10 nos
15.	Bucket with mug (10 bucket/year)	5/6 nos
16.	White Duster (20 x 20)	50 nos
17.	Wet mop Refill	10 nos
18.	Hand mop 27 x 27 30 x 30	13 nos - 20 6 nos – 10
19.	Wet mop metal	5 no
20.	Dry mop set	2 nos
21.	Toilet Brush	16 nos
22.	Scotch Bright	10 nos
23.	Hand Broom	10 nos
24.	Pest control such as disinfectant, foggers, smoke in ducts, mosquito repellent etc.	As per requirement

Above mentioned material is just an estimate. Actual requirement may vary. The contractual agency should ensure proper availability of consumable material as per terms & conditions of DNIT.

INSTRUCTIONS FOR CLEANING

1. The flooring area Corridors, halls, reception and lobby area of the building should be cleaned with the machine which does the wet scrubbing of floor and dry vacuuming simultaneously. It should be able to easily remove oil/dirt/grease etc. from the floor and have a phenomenal coverage of 9000sft. /hr.
2. Driveway, parking areas, pavement and outer areas etc. should be cleaned with the Flipper Manual Sweeper or equivalent machine.
3. Oil spillage, Equipment cleaning, carpeted area shall be cleaned with the Vacuum Cleaner or equivalent machine.
4. Department/PLDB will provide free of cost electricity & water to the contractor for the said machinery, from the existing source points within the complex.

DEFINITIONS

1. The “**Contract**” means the documents forming the tendered offer and acceptance there of consisting in a binding contract between the Deputy CEO, PLDB and the tenderer/ construction agencies.
2. The “**Tenderer**” shall mean the individual or firm or company whether incorporated or not, under taking the work and shall include the legal personal representative or the persons comprising such firm or company or the successors of such firm or company as well as the assignees of such individual or firm or company whose tendered offer has been accepted.
3. “**Communication**” between parties is the written & signed letters, notices, reminders, memorandum and instructions recorded in the instructions book or books kept at site.
4. “**Day & Months**” are calendar days and calendars months.
5. The “**Officer- In-Charge**” means the Deputy Chief Executive Officer, Punjab Livestock Development Board, who shall supervise the work and administer the contract with the assistance of his authorized subordinates and who shall sign the contract on behalf of the Department/PLDB.
6. The “**Department/PLDB**” shall mean Department/ Punjab Livestock Development Board of Animal Husbandry/ Punjab Livestock Development Board.
7. The “**Site**” shall mean the land and or other places on into or through which work is to be executed under the contract or any adjacent land path or street, which may be allowed to be use for the purpose of carrying out the contract.
9. The “**Add CEO**” means Additional Chief Executive Officer, Punjab Livestock Development Board.
10. “**Writing**” means any manuscript type written or printed statement under or over signature and/or seal as the case may be.
11. “**Contract Value**” means the sum for which the tender is accepted as per the letter of Intent.
12. “**Language**” all documents and correspondence in respect of this contract shall be in English or in Punjabi.

SALIENT FEATURES OF THE CONTRACT

1. The tenderer shall quote the single rate in **figures** as well as in the **words**.
2. Transparent scotch tape should be fixed on all rates quoted.
3. The tenderer shall **initial** all corrections in his tender as regards rates, time limit etc. Non-compliance with this condition will render the tender liable to rejection.
4. The **acceptance** of the tender will rest with the Add CEO, PLDB, Punjab, Chandigarh, who does not bind himself to accept the **lowest tender** and reserves himself the authority to reject any or all the tenders received without the assignment of any reason.
5. Tenders not accompanied by earnest money in shape of Demand Draft amounting to **Rs 20,000/-** of any schedule Bank/PO to the full value of the amount of earnest money pledged to the Add CEO, PLDB, shall not be considered.
6. **Conditional Price Bid** or tenders received telegraphically or tenders not on the Performa supplied by this office will not be entertained.
7. The tenderer shall be required to **sign** the contract **agreement** within 7 days of the intimation of the acceptance of tender to him. Failure on his part to do so may result in invalidation of the tender and forfeiture of the securities and earnest money.
8. Tenderer submitting application **after** the opening of the tender (Price Bid i.e. Envelope No.2) offering lower rates will be **Black- listed** and their **EMD** would be **forfeited**.
9. If the tenderer **withdraws or amends** his offer after opening of tenders, he is also liable to be **Black-listed**. The earnest money so deposited shall be **forfeited**.
10. The tenderer(s) shall be deemed to have **gone through** the various conditions and clauses of the tender and visited the **site** before quoting their rates, once they make an offer for this work.
11. The tender for the works shall remain open for acceptance for a period of **90** days from the date of opening of tenders. The earnest money will be forfeited in case the tenderer withdraws his tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to Department/PLDB. The validity period may be extended on mutual consent.

TERMS & CONDITIONS

1. The bidder shall submit the tender in the double envelope system. Envelope No-1 shall contain EMD amounting to Rs 20000 in the shape of DD/PO, income tax clearance certificate, partnership deed or registration certification of the firm/company as the case may be, power of attorney as required under rule for joint venture, list of work executed and or in progress with agreement cost and list of machinery, list of staff (technical and non technical). The envelope shall be super-scribed as **“EMD cum Technical Bid for the Maintenance & Mechanized Cleaning of Livestock Complex”**. In case the requisite document and amount of EMD in the shape of DD/P.O. is not received, the Envelope No-2 of the bidder shall not be opened. Incomplete tender or tender not fulfilling any of the condition are liable to be rejected without assigning any reason. The Envelope No-2 shall contain the Price Bid on the prescribed document issued by Department/PLDB and shall be super scribed as **“Price Bid”** for the work of Maintenance & mechanized cleaning of **Livestock Complex**. Any conditional Tender in contravention to the terms and condition of this DNIT shall not be accepted.
2. On allotment of work contractor should furnish **security @ 10%** of the **monthly allotted rate**. EMD would be adjusted against security deposit and balance if any would be deposited within one month of allotment of contract.
3. Nothing extra shall be paid due to loss/damages caused by rain, flood, war epidemic, strike or any other act of God.
4. No claim of on account of paucity of funds, change in priority or any other causes what so ever shall be entertained and the contractor/firm shall have no right to go for arbitration in the court.
5. If the date of opening of tenders happens to be holiday, the same shall be received and opened at same time on the next working day.
6. No material for cleaning shall be issued by Department/PLDB. The contractor shall be responsible for arranging all the material required for cleaning.
7. The acceptance of the tenders will rest with the Department/PLDB which will not be bound to accept the lowest tender and reserves the authority to reject any or all the tenders even without assigning any reasons.
8. The Bid Document issued to the Bidder is non transferable. Earnest Money Deposit (EMD) in shape of Bank Draft/Pay order of any scheduled bank in favor of Add CEO, PLDB shall only be accepted.
9. Department/PLDB will not be responsible for any costs of expenses incurred by the bidder in connection with preparation and delivery of his bid or for any other expenses incurred in connection with such bidding.

10. Bidders are advised to visit the site of the work and acquaint themselves of all site conditions prior to submission of their bid. Failure to visit the site shall in no way relieve the successful bidder of any of the obligations in performing the work in accordance with this bid document with the quoted price.
11. It is mandatory for the bidder to quote as per bid requirements.
12. The successful bidder shall furnish the bank guarantee from a scheduled bank acceptable to the Department/PLDB on the prescribed Performa. The amount of the **Bank Guarantee** shall be **7.5 %** of the **contract price awarded**. The period of validity of this Bank Guarantee shall be **three months** beyond the **date of completion**. **Contract price** for this **purpose** would be **monthly contract gross payable amount multiply by number of months for which the contract is awarded.**
13. In case bidder fails to deposit the balance security amount or fails to furnish requisite performance bank guarantee before the first payment due, the officer in charge would be at liberty to deduct the same amount from the first bill and retained in the office, the said amount towards requisite performance bank guarantee and balance security amount.
14. Security and performance guarantee would be released 3 months after the completion of awarded time limit.
15. Tele fax/Telegraphic offers and offers sent through E-mail shall not be considered. Bidders should prepare their bid themselves; bids made by agents will not be recognized.
16. Bid received after the due date and time and any change in quotation after the specified date shall be straightway rejected. Department/PLDB will not be responsible for the loss of the bid documents or for the delay in postal transit
17. The bid and any annotations or accompanying documentation shall be in English/Punjabi language only.
18. The tenderers shall be deemed to have examined the DNIT and made themselves familiar with the intent and content whether they actually inspect the DNIT or not, Department/PLDB shall not be liable for any extra change/claim consequent upon any misunderstanding or otherwise
19. Conditional tender will not be accepted.
20. The tender should quote the rates in figure as well as in the words.
21. The tender shall initial all corrections in his tender as regard rates etc. Non compliance with this conditions will render the tender the liable to rejection
22. Tender received telegraphically or tenders not on the prescribed tender forms supplied by Department/PLDB shall also not be entertained.

23. The contractor shall be required to sign the contract agreement within 7 days of the intimation of acceptance of the tender to him. Failure on his part to do so may result in invalidation of the contract and forfeiture of the securities and earnest money.
24. The tender shall be **valid up to 90 days** from the date of opening of tenders. Should the tender withdraw or amend his offer within a period of 90 days, from the date of opening of tenders he is liable to be blacklisted. The earnest money so deposited shall be forfeited.
25. Bidders should indicate their full postal and telegraphic/tele-fax/e-mail addresses in their offer.
26. Department/PLDB will provide towels for toilet to the contractor and contractor will place it in toilet, as and when required.
27. Income Tax/work contract tax/vat/labour cess or any other statutory tax as applicable shall be deducted from all bills as per rule.
28. The bidder shall provide detail of Civil Suits/Litigation's/Arbitration's arising out of the contracts during the last five years in the absence of which tender is liable to be rejected.
29. The bidder shall be required to get **the requisite labour licenses** for the number of persons deployed for the requisite work from the concerned Department. A copy of this shall have to be submitted to Department/PLDB immediately after the award of contract. No payment shall be released in the absence of this document.
30. The contractor shall furnish to Department/PLDB the police verification of labour/manpower supplied by him.
31. The contractor shall deduct EPF, ESI & other statutory deductions in respect of each worker (deployed by him) as per the instructions of Government of India/Punjab Government as notified from time to time. The contractor will be fully responsible to deposit all the funds with the concerned authorities well within the specified dates. Department/PLDB will not be responsible on any part of this kind.
32. In case the contractor fails to provide the requisite manpower as per agreed terms/penalty shall be imposed and deducted from the subsequent bill @ double of the wages paid by Department/PLDB on the cause.
33. The contractor shall ensure that only qualified staff is employed by him as per the qualification schedule given in these documents.
34. In case of any theft during the tenure of contract, the contractor shall be responsible for the same and loss due to theft shall be recovered from the subsequent bill of the contractor.
35. In case of any damage to the property of Department/PLDB due to negligence of the contractor's labor/manpower, the contractor shall have to make good the losses suffered by Department/PLDB, failing which the loss shall be recovered from the subsequent bill of the contractor.

36. The staff/workers deployed by the contractor shall wear a neat, clean and proper uniform (issued to them by the contractor free of cost and approved by Department/PLDB) and should be well dressed in all the manners, during the duty hours. The contractor shall also issue proper laminated identity cards to his workers deployed in the complex, who shall permanently display their identity cards while on duty.
37. For insuring proper discipline, the contractor shall be required to keep his own attendance cards prepared to each worker which shall be monitored by Department/PLDB.
38. Discipline and welfare of the workers shall be the entire responsibility of the contractor and any indiscipline/misconduct on the part of the deployed workers shall be promptly attended by the contractor.
39. The contractor will provide a list of employees along with their qualifications/ experience.
40. The **contract** shall be originally for a period of **one year**. This contract period can be further extended for the second consecutive year on the same rates, terms and conditions if both parties mutually agree for the same.
41. In the case the contractor's employee suffers from any type of injury while performing duty in Livestock Complex, the contractor shall be wholly and solely responsible to bear any claim of the employee. Department/PLDB shall not be responsible at any level.
42. The rates should be quoted by the contractor including all the liabilities, taxes, allowances (to be paid by the contractor to the employees such as DA, EPF, Bonus, Leave, Medical, ESI, Conveyance, Weekly Rest etc.), loading, unloading and carriage of material. Department/PLDB shall not be responsible for any sort of liability over and above the rates accepted by the Department/PLDB for this work.
43. The bidder shall strictly follow **minimum wages act, 1948** and subsequent amendments issued from time to time. Payment of wages shall be **ensured up to 10th of every month** for the proceeding month to the workers by the contractor.
44. The contractor shall abide by rules, regulation and other instructions issued by the local government/Government of India for arrangements of labor laws.
45. The contractor shall be fully responsible to dispose of solid waste as per terms and conditions of Municipal Act.
46. If any information furnished by the bidder is found to be false at any stage the bid may be rejected or agreement terminated. The amount whatsoever withheld by the owner shall be forfeited or loss recovered.
47. The contractor shall always maintain hygienic conditions for working environment of Department/PLDB staff.
48. The contractor shall only use all health check consumable for cleaning.

49. Cleaning Equipment like dry/wet vacuums, high power cleaner, Flippers and material as per list attached in DNIT shall be arranged by the contractor himself at his own cost. In case there is any additional consumption/requirement of consumable material for cleaning and housekeeping the same shall also be arranged by the agency at its own cost.
50. The contractor shall supply all the Tools and Plants (to be used for repair work) to the labour employed at his own level.
51. The bidder shall have experience in cleaning with latest mechanized machinery and manual equipments.
52. The **Department/PLDB** reserves the **right to terminate** this contract at any time by giving **one month notice**.
53. The **contractor** can **terminate** the contract within contract period by giving a **notice of minimum of three months**. **Without** this **notice**, if the contractor **terminates** the **contract**, **all deposits** (security/performance guarantee amount/any payment due to contractor) of contractor available with the Department/PLDB would be **forfeited** and the firm would be **black listed**. In case of **termination** of contract during the contract period, **with the three month notice period**, the **security deposit** of the contractor would be **forfeited**. **In addition** to it, the firm is liable to pay the Department/PLDB @ **5%** of the **contract monthly amount** of the **balance number of months** for which the **contract** is **prematurely terminated** by the contractor.
54. In case of any dispute between the authorized authority of the Department/PLDB and the tenderer, the same shall be settled by the arbitrator to be nominated by the Add CEO, PLDB, whose decision shall be final and binding on both the parties. The provision of Arbitration and reconciliation Act – 1996 or any other statutory enactment there under or modification thereof and time being in force shall apply to the arbitration proceedings under this clause. The arbitration proceeding will be held at SAS Nagar or as decided by Add CEO. No question relating to this contract shall be brought down before any civil court without first invoking and completing the arbitration proceedings, if the issue is covered by the scope of arbitration under this contract. The pending of arbitration proceedings shall not disentitle the Department/PLDB to terminate the contract and to make alternate arrangement for housekeeping of Livestock Complex

TERMS OF PAYMENT

The payment shall be made on monthly basis on submission of bill at the end of the every month after deducting statutory taxes and security amount etc. as explained in this document.

PRICE BID

ANNUAL MAINTENANCE AND MECHANIZED CLEANING OF LIVESTOCK COMPLEX

Sub Head - 1 Price Bid for salaries to be paid for mechanized cleaning and housekeeping.

<p>Minimum Salaries to be paid to the requisite Staff to be employed for Mechanized Cleaning and House Keeping of Livestock Complex. (Detail as per annexure A). This amount is exclusive of EPF, ESI, Service Tax and Labour Cess or any other statutory levies and is admissible extra on production of proof.</p>	<p>Rs. 283232</p>
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The deposit of EPF and ESI with the concerned organization is mandatory and the same would be reimbursed actually to the contractual agencies on the receipt of copy of deposit challan of concerned organization. **No commission is payable on these deposits.** Service Tax as applicable will be reimbursed extra on the production of copy of original receipt challan of the concerned Department/PLDB. **Labour cess, Income Tax and other statutory taxes** as per norm will be **deducted from the bill.** Contractual agencies should make **necessary provision of Labour Cess** while **quoting their rates** as the same has not been **included in the above said rates.**

TERMS AND CONDITIONS.

1. The work will be carried out strictly as per scope of DNIT and to the entire satisfaction of Officer in charge. All terms and conditions in the tender document shall be applicable on this contract.
2. The contractual agencies shall follow minimum wages act – 1948 amended from time to time by the government.
3. While submitting tender the contractual agency should follow the procedure and guidelines laid down in the Labour Act and while arriving at the wages to be paid to work-person, the contractual agency shall be bound to follow the minimum wages fixed by the labour Department/PLDB /Deputy Commissioner (DC), SAS Nagar.
4. The rate quoted by the contractual agency should not be less than minimum wages and if any agency quote the rate below minimum wages/DC rates the tender of that contractual agency shall not be considered and shall automatically treated as cancelled.
5. In case during pendency of contract DC rate/Minimum wages are revised the same shall be payable to the labour employed by the contractual agency. These revised DC rates/Minimum wages shall be payable to the contractor from the date of notification.

6. In case rate of any category of work-person employed is not available in the DC rate list, the same shall be paid as per the list of labour Department.
7. The contractual agency is bound to submit the copy of Labour License for the number of labour employed for the requisite work from the concerned Department within 15 days after the award of contract. Failure to do so, officer in charge would be at liberty to cancel the contract and in that cases the security deposit and performance guarantee of the contractual agency would be forfeited and agency can be black listed.
8. The contractor shall deduct EPF, ESI & other statutory deductions in respect of each worker (deployed by him) as per the instructions of Government of India/Punjab Government. The contractor will be fully responsible to deposit all the funds with the concerned authorities well within the specified dates. If the copies of the challan of these deposits are not submitted to the office of officer in charge, the officer in charge would be at liberty to cancel the contract and in that cases the security deposit and performance guarantee of the contractual agency would be forfeited and the firm is liable to be black listed.

Rate to be Quoted by Contractor

I HAVE GONE THROUGH THE CONDITIONS OF THE CONTRACT DILIGENTLY. OUR/MY COMMISSION CHARGES TO PROVIDE MANPOWER FOR THE SAID WORK IS AS UNDER

Sr. No.	Description of Work	Rate per month
1	Providing Manpower for Annual cleaning & maintenance of civil work, Public Health works and Electrical Works, Fire Fighting system, repair of pumping machinery for W/S & storm water drainage, Sub station, Generator complete in all respect as per terms and condition of DNIT.	<p>(in figures) _____ %age</p> <p>(in words) _____ percentage</p>

Note: Agency should quote their rate either plus or at par since commission is applicable only on the minimum wages which are to be adhered.

**Signature of Contractor
with seal**

Sub Head – 2 Price Bid towards cost of machinery, T&P and consumable material.

Per month estimated Depreciation cost of machinery and Tool and Plant. (As per Annexure B)	Rs. 6129.00
Per month estimated Cost of Consumable material. (As per Annexure C)	Rs 18456.00
Total per month estimated Cost	Rs 24585.00

Note:

1. The above costs are estimates only. These rates include contractor profit and labour cess @ 1%. Contractual agencies should make their own assessment towards these costs as per the requirement and terms and condition of the tender document. Any miscalculation on this account is non-negotiable. Contractual agencies are advised to make their own assessment and calculations before quoting their rates for this item.
2. Income Tax, Labour Cess and other statutory taxes would be deducted at source as per norm and instructions of government.
3. Rates to be quoted by the contractual agencies on percentage basis i.e. At par, above or below the above amount.

I HAVE GONE THROUGH THE CONDITIONS OF THE CONTRACT DILIGENTLY. OUR/MY CHARGES TO PROVIDE MACHINERY, T&P AND CONSUMABLE MATERIAL FOR THE SAID WORK IS AS UNDER

Sr. No.	Description of Work	Rate per month
2	Providing Machinery, T&P and Consumable Material Annual cleaning & maintenance of civil work, Public Health works and Electrical Works, Fire Fighting system, repair of pumping machinery for W/S & storm water drainage, Sub Station, Generator complete in all respect as per terms and condition of DNIT.	<p>*i) At Par (in figures)_____ %age (in words)_____percentage</p> <p>*ii) Above (in figures)_____ %age (in words)_____percentage</p> <p>*iii) Below (in figures)_____ %age (in words)_____percentage</p> <p><i>*Strike whichever is not applicable</i></p>

**Signature of Contractor
with seal**

Note: The contractual agency is required to quote their rate for Sub Head – 1 and Sub Head – 2 separately and the tender will be decided keeping the rate quoted by the contractual agency in both the heads.

Annexure A**CATEGORY WISE STATEMENT OF PAYABLE WAGES FOR HOUSEKEEPING STAFF**

Sr. no.	Category of manpower	Reqd. manpower	Basic Pay	Uniform Charges including maintenance	EPF @ 13.61%	ESI @ 4.75%	Total Emolument per month	Remarks
1	Supervisor(Male)	1	8238.56	300	1121.27	391.33	10051.16	D.C. Office rate at S.No. 2
2	Housekeepers	19	7458.56	200	1015.11	354.28	171531.08	D.C. Office rate at S.No. 1
3	Electricians diploma ITI/Fire Alarm	1	9135.56	200	1243.35	433.94	11012.85	D.C. Office rate at S.No. 3
4	Assistant Electricians /Fire Alarm	1	8238.56	200	1121.27	391.33	9951.16	D.C. Office rate at S.No. 2
5	Lift operator	3	8238.56	200	1121.27	391.33	29853.48	D.C. Office rate at S.No. 2
6	CCTV CAMERA /Networking personal	On Call	2000				2000	L.S
7	Plumber	1	8238.56	200	1121.27	391.33	9951.16	D.C. Office rate at S.No. 2
8	Sewer man	1	8238.56	200	1121.27	391.33	9951.16	D.C. Office rate at S.No. 2
9	Carpenter	1	8238.56	200	1121.268	391.33	9951.16	D.C. Office rate at S.No. 2
10	Head Gardner	1	8238.56	200	1121.268	391.33	9951.16	'D.C. Office rate. at S.No. 2
11	Gardner	1	7458.56	200	1015.11	354.28	9027.95	D.C. Office rate at S.No. 1
Grand Total							283232	

Note

- 1 The above rates are present DC Rates/Labour Department Rates.
- 2 Any revision in these rates shall be payable to the employed staff by the contractual agency and the same would be reimbursed to the contractual agency along with all other allowances payable on the basic rate i.e. EPF, ESI and contractors quoted commission.
- 3 The contractual agency shall bound to submit the copy of the challan receipt of EPF/ESI deposit to claim the EPF/ESI charges from the Department/PLDB. Failure to submit these challan can lead to cancellation of contract and in that case security deposit and performance guarantee of the contractual agency would be forfeited and agency can be black listed.

Annexure B**LIST OF MACHINERY AND T & P REQUIRED**

SN	Description of Machinery and tool and Plant	Quantity.	Unit	Rate (in Rs)	Amount (in Rs)
1.	Single disc electrically operated floor washing machine.	1	Nos.	70000	70000
2.	RE-43 or equivalent automatic electrically operated floor auto scrubbing and drying machine	1	Nos.	125000	125000
3.	UNGER or equivalent pole ceiling cleaning systems	1	Nos.	8000	8000
4.	UNGER or brush wall and window cleaning systems	2	Nos.	1500	3000
5.	Flipper or equivalent manual sweeping system machine	1	Nos.	15000	15000
6.	High pressure washing machine	1	Nos.	50000	50000
7.	Heavy Duty vacuum cleaner	1	Nos.	45000	45000
8.	Floor held drill electrically operated for concrete/ electrical/ other purpose	1	Nos.	4000	4000
9.	Adjustable M.S./aluminium ladder to reach up to 12' height	1	Nos.	8000	8000
10.	Wooden stools	5	Nos.	600	3000
Total					331000

Total Cost of Machinery & T and P	Rs	331000
Annual Depreciation @ 15%	Rs	49650
Add for Annual Maintenance Cost @ 5%	Rs	16550
Total liability of contractor for providing machinery & T&P	Rs	66200
Add for contractor profit @ 10%	Rs	6620
Total Cost	Rs	72820
Add Labour Cess @ 1%	Rs	728
Annual estimated cost for providing machinery & T and Plant	Rs	73548
Monthly estimated cost for providing machinery & T and Plant	Rs	6129

Annexure C**Consumable material required per month for cleaning and housekeeping of Vikas Bhawan**

S. No.	Items	Quantity	Unit	Market Rate	Amount (in Rs)
1	Dettol Liquid Soap	6	nos.	80	480
2	Dettol Soap Case	62	nos.	26	1612
3	Harpic/ Saini Fresh	35	ltrs	76	2660
4	Phenol Concentrate	10	ltrs	40	400
5	Nethalene Balls	5	kgs	200	1000
6	Urinal Cube	6	nos.	40	240
7	Room Air Fresheners	10	nos.	140	1400
8	Air Freshener (Odonil etc)	30	nos.	40	1200
9	Floor Cleaner	10	ltrs	79	790
10	Glass Cleaner (Collin)	5	ltrs	79	395
11	Wiper	10	nos.	90	900
12	Web Brush	1	nos.	50	50
13	Wheel Powder/Surf	5	kgs	50	250
14	Soft Brooms	10	nos.	60	600
15	Bucket with mug (10 bucket/year)	5/6	nos.	150	125
16	White Duster (20 x 20)	50	nos.	20	1000
17	Wet mop Refill	10	nos.	30	300
18	Hand mop 27 x 27	20	nos.	25	500
	30 x 30	10	nos.	30	300
19	Wet mop metal	5	nos.	150	750
20	Dry mop set	2	nos.	205	410
21	Toilet Brush	16	nos.	50	800
22	Scotch Bright (small)	10	nos.	15	150
23	Hand Broom	10	nos.	30	300
24	Pest control such as rat killers, disinfectant, foggers, smoke in ducts, mosquito repellent etc.	As per requirement		LS	1000
Grand Total					16612

Estimated Cost of Consumable Material	Rs	16612.00
Add Contractor Profit @ 10%	Rs	1661.00
Total Cost of Material	Rs	18273.00
Add Labour Cess @ 1%	Rs	183.00
Total Estimated Cost of Consumable Material	Rs	18456.00