

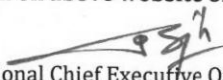
PUNJAB LIVESTOCK DEVELOPMENT BOARD
Tender Notice No. 3/2019-20/PLDB
Additional Chief Executive Officer, Punjab Livestock
Development Board Livestock Complex, 2nd Floor, Sector-
68, S.A.S.Nagar-160062

Punjab Livestock Development Board, Livestock Complex, Near Army Institute of Law, Sector-68, 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 Additional Chief Executive Officer, Punjab Livestock Development Board at the above mentioned address on or before 21 June 2019, 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/- in the shape of demand draft in favour of "Punjab Livestock Development Board" payable at Chandigarh. The tender document may be also download from our website www.husbandrypunjab.org. The bidder who have downloaded the tender document should submit separate demand draft for the application fees 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.

Corrigendum, if any will be uploaded on above website only.


Additional Chief Executive Officer

28/5/2019

HOUSE KEEPING SCHEDULE & CHECK LIST
All activities to be carried out minimum five days per week
and more often, as and when needed

S. No.	Area	Frequency	Type of Cleaning Required
1.	Floors in corridors, toilet blocks, staircases	Daily: At least twice daily	With good quality floor cleaner (Lizol or equivalent) - wet and dry to get spotless shine in the tile floorings
2.	Floors in rooms / offices	Daily: Before / after office-hours	Cleaning with good quality floor cleaner (Lizol or equivalent) - wet and dry to get spotless shine in the tile floorings
3.	Open areas of driveways, entrance ramp, basement parking, generator room, UPS room etc.	Daily	Sweeping with broom and removal of dust and garbage
4.	Toilets (Urinals / WCs	Twice daily	Wet cleaning of all urinal / WC utensils with sanitizer solutions like Sanifresh / harpic / equivalent followed by dry mopping. All urinals will be provided with naphthalene / freshener balls / blocks. All floors, walls, fittings: clean with Harpic/ Saini Fresh or any other good quality cleaner; to be maintained spotless clean with wet / dry cleaning. Required soap / liquid soap /toilet paper / room freshener etc should be kept available in all toilets.
5.	Dustbins	Daily	Removal of all garbage from the premises in dustbins etc. to suitable garbage collection unit /service
6.	Toilet Block: Walls and Tiles	Weekly	Wall tiles to be washed with good quality cleaning powder / solution and mop with dry cloth.
7.	Glass in partitions, windows, doors	Weekly	To be cleaned using cleaning material (like Collin, paper, dry cloth etc.)
8.	Underground and rooftop water storage Tanks	Bimonthly	To be cleaned and disinfectant added
9.	Rooms, corridors, stairs, toilet block, pantries etc.	As & when needed	Removal of cobwebs and dust from all corners, ceilings, furniture, fixtures, wooden partition, curtains, blinds, grills etc.
10.	Sewer lines	As and when required	Sewer/Storm sewer lines are to be kept clean within the complex upto the point of connection to the City Sewer.
11.	Pest Control, anti mosquito / anti-rodent treatment etc.	As and when needed	With chemicals safe for humans.

Sr. No.
Price Rs.100/-

INSTRUCTIONS TO TENDERERS

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 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 PLDB and shall be super scribed as **"Price Bid"** for the work of cleaning of **Livestock Complex**. Any conditional Tender in contravention to the terms and condition of this DNIT shall not be accepted.
1. 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.
2. Nothing extra shall be paid due to loss/damages caused by rain, flood, war epidemic, strike or any other act of God.
3. 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.
4. 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.
5. No material for cleaning shall be issued by Department/PLDB. The contractor shall be responsible for arranging all the material required for cleaning.
6. 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.
7. 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.
8. 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.
9. 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.
10. It is mandatory for the bidder to quote as per bid requirements.
11. 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**.
12. 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.

13. Security and performance guarantee would be released 3 months after the completion of awarded time limit.
14. 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.
15. 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
16. The bid and any annotations or accompanying documentation shall be in English/Punjabi language only.
17. 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
18. Conditional tender will not be accepted.
19. The tender should quote the rates in figure as well as in the words.
20. 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
21. Tender received telegraphically or tenders not on the prescribed tender forms supplied by Department/PLDB shall also not be entertained.
22. 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.
23. The tender shall be **valid up to 90 days** from the date of opening of tenders. Should the tender withdraw or amend his offer with in 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.
24. Bidders should indicate their full postal and telegraphic/tele-fax/e-mail addresses in their offer.
25. Department/PLDB will provide towels for toilet to the contractor and contractor will place it in toilet, as and when required.
26. Income Tax/work contract tax/vat/labour cess or any other statutory tax as applicable shall be deducted from all bills as per rule.
27. The bidder shall provide detail of Civil Suits/Litigation's/Arbitration's arising out the contracts during the last five years in the absence of which tender is liable to be rejected.
28. The bidder shall be required to get **the requisite labour licenses** for the number of person 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.
29. The contractor shall furnish to Department/PLDB the police verification of labour/manpower supplied by him.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
 36. 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.
 37. The contractor will provide a list of employees along with their qualifications/ experience.
 38. 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.
 39. 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.
 40. 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.
 41. 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.
 42. The contractor shall abide by rules, regulation and other instructions issued by the local government/Government of India for arrangements of labor laws.
 43. The contractor shall be fully responsible to dispose of solid waste as per terms and conditions of Municipal Act.
 44. 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.
 45. The contractor shall always maintain hygienic conditions for working environment of Department/PLDB staff.
 46. The contractor shall only use all health check consumable for cleaning.
 47. The bidder shall have experience in cleaning with latest mechanized machinery and manual equipments.
 48. The **Department/PLDB** reserves the **right to terminate** this contract at any time by giving **one month notice**.
 49. 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.
 50. 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.