

National Institute of Cholera and Enteric Diseases
(Indian Council of Medical Research)
Under Department of Health Research
Ministry of Health & Family Welfare, Govt. of India
P-33, C.I.T. Road, Scheme XM, Beliaghata
Kolkata – 700 010

No. 7-1 (Pt.I)/2011/NICED

31st May, 2011

TENDER NOTICE

Sealed Tenders are invited upto 12.00 noon for Bid – A & B on 04.07.2011 from reputed, reliable, experienced & bonafide agencies having registration with Directorate General of Resettlement for the following services separately for 3 (three) buildings in Kolkata.

Bid – A : Security Personnel (watch & ward) – 03 nos. (three) Security Supervisor & 39 nos. (thirty nine) Security Guard.

Bid – B : House-keeping Personnel (cleaning & conservancy) – 03 nos. (three) House keeping Supervisor & 30 nos. (thirty) Sweepers.

The rates should be inclusive of minimum wages, statutory obligation such as E.S.I., E.P.F. etc. Service Charges, Service Tax, Cost of Cleaning materials. Tender Form and detailed Terms & Conditions may be obtained from our web site www.niced.org.in

Terms & Conditions

01. Payment of Bonus, Overtime, Replacement of Staff and Liveries should be borne by the Agency / Firms.
02. No responsibility will be borne by the Institute for any death or casualty on any persons to be deputed in duty due to electrocutions, fire, hazards or any untoward incidence.
03. The bid documents should be sealed and to drop it in the tender box put before the Despatch Section (Room No. 204, 1st Floor, NICED-I Building) on any working days from Monday to Friday during Office Hours from 11.00 AM to 05.00 PM along with DD / Pay Order of **Rs.500=00** (Rupees five hundred only) as cost of tender and DD / Pay Order of **Rs.20,000=00** as EMD and in the name of **Director, NICED, Kolkata**. DD/Pay Order should be drawn on any nationalized bank.
04. Security personnel should be well trained up in operating fire fighting equipment like fire extinguisher and other modern fire alarm system. It is desirable that the security personnel to be deployed will be able to handle fire equipments and circuits of these building, if necessary. Security personnel should be well behaved, smart, intelligent and disciplined with good health. More details will be available in our website.

Scope of work

1. NICED - I Building at P-33, C.I.T. Road, Scheme XM, Beliaghata, Kolkata.
2. NICED - II Building at I.D. & B.G. Hospital Campus, Beliaghata, Kolkata.
3. NICED-JICA Building at I.D. & B.G. Hospital Campus, Beliaghata, Kolkata.

Category	NICED I Building	NICED II Building	JICA-NICED Building
	Number of Heads	Number of Heads	Number of Heads
Security Supervisor	1	1	1
Security Guard	6 (2 in each shift)	15 (5 in each shift)	18 (6 in each shift)
House Keeping Supervisor	1	1	1
Sweeper	8 (Full Time)	10 (Full Time)	12 (Full Time)

Interested agencies / firms may inspect the buildings with the prior permission from Competent Authority before submitting their Tenders.

Contact Person : **Mr. S. Karmakar, Administrative Officer**
Telephone Number : 2370 0448/5533, Extension 117.

Last Date of Submission of Tender : **4th July, 2011 (upto 01.30 PM)**

Date of Opening of Tender : **5th July, 2011 (at 03.00 PM)**

1. Details Scope of Work

- a) Cleaning of premises outdoor and indoor (including rooms/walls/sheds/windows/glass frames/ventilators/iron gates etc.) in the buildings situation at NICED-I; NICED-II; JICA-NICED Buildings, Beliaghata, Kolkata 10.
- b) Cleaning of the entire road-area, in the campus.
- c) Cleaning of the premises in office in buildings situation at NICED-I; NICED-II; JICA-NICED Buildings, Beliaghata, Kolkata 10.
- d) Cleaning of the toilets (ladies & gents) in all the above buildings.

2. Operations to be carried out daily

- a) Sweeping of all areas specified above.
- b) Mopping all areas specified above except areas under 1 (b) above.
- c) Dusting of doors, windows, ventilators and removing of cobwebs.
- d) Removal of garbage from the office premises to a location designated by CMC.
- e) Cleaning of toilets (ladies and gents) thrice in a day to the entire satisfaction of their Officer-in-Charge.

3. Operations to be carried out weekly

- a) Scrubbing of floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps, switch boards etc.
- b) Cleaning of glasses of doors, windows and ventilators in the areas specified above by liquid soap/chemical/detergent including handles, knobs, switch boards etc. including removal of cobwebs.
- c) Washing of glazed tiles on walls, urinal pots, WC Pans, sinks, wash basin and all other fittings & fixtures using disinfectant material like Phenyl, vim, detergent powder, acid, liquid soap etc.
- d) Putting of sanitary cubes and naphthalene balls in urinal pots / wash basins and air freshener sticks in containers.
- e) Dusting and cleaning and mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.
- f) Rubbing and polishing on old marble chips on marble stone flooring with superior quality was polish.
- g) Cleaning & scrubbing of buckets, mugs etc. once a week in toilets.

4. General Requirements

- (i) The initial sweeping and mopping of all areas should be completed by 09.00 AM subsequently by 02.30 PM.
- (ii) The toilets should be cleaned at least thrice daily by 08.00 AM, 12.00 Noon and 04.00 PM.
- (iii) A penalty @Rs.150=00 for each person shall be recovered from the contractor's bill if any sweeper is found missing/absent from any toilets/corridor as aforesaid.
- (iv) The contractors will arrange heavy-duty scrubbing machine with mopper and scrubbing floors which should be done on every Saturday and if necessary on working days after office hours.

- (v) It should be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces are used. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's men will be liable to be compensated by the contractor.
- (vi) The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity.
- (vii) The contractor will supply fresh sets of uniform badges, gumboots to all personnel who shall wear the same while on work and also keep their uniforms clean.
- (viii) The contractor will not appoint any sub-contractor for the work under any circumstances.
- (ix) Electricity and water will be supplied free of cost but necessary arrangements for leadwire, cable etc. shall be arranged by the contractor at his cost.
- (x) NICED premises are a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restricted unnecessary movements / assembly of their personnel in corridors.
- (xi) Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
- (xii) The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF / ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.
- (xiii) The decision of the care-taker or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.
- (xiv) The payment will be released on monthly basis by cheque after the work for the month has been completed to the satisfaction of the Officer mentioned in the above paras. For release of payment, pre-receipted bill may be submitted at the end of every month.
- (xv) The contract will be valid initially for a period one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case, the security deposit will be forfeited.
- (xvi) The contract can be extended with mutual consent for further period, if the services are found satisfactory.
- (xvii) The bidders shall not be at liberty to offer his/her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
- (xviii) The firm should submit a satisfactory performance report from at least three Government Departments / PSU and also income tax clearance certificate.
- (xix) The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason.
- (xx) The quotations are to be submitted along with refundable earnest money of Rs.20,000=00 (Rupees twenty thousand only). The earnest money will have to be in

form of a crossed demand draft / Pay order in favour of **Director, NICED**, payable at Kolkata from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned within 15 days after award of the contract successful contractor will deposit in the form of Security Deposit Receipt for an amount equivalent to 10% of the contract value of one year subjected to a maximum of Rs.50,000=00 (Rupees fifty thousand only) for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit.

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 Kolkata – 700 010

COST OF TENDER FORM Rs. 500/-

TENDER FORM

Sealed tenders are invited for providing Services of Security Personnel (Watch and Ward) and house Keeping Personnel (Cleaning and conservancy) for 3 (three) buildings in Kolkata.

Sl. No.	Tender Code Number and Date	Scope of Work	Category of Personnel	Number	Last date of submission	Date of opening
1.	7-1 (Pt.I)/2011/ NICED; 31 st May, 2011	NICED - I Building at P-33, C.I.T. Road, Scheme XM, Beliaghata, Kolkata	Security Supervisor	1	4 th July, 2011 Upto 01.30 PM	5 th July, 2011 Upto 03.00 PM
			Security Guard	6 (2 in each shift)		
			House Keeping Supervisor	1		
			Sweeper	8 (Full Time)		
2.	7-1 (Pt.I)/2011/ NICED; 31 st May, 2011	NICED - II Building at I.D. & B.G. Hospital Campus, Beliaghata, Kolkata	Security Supervisor	1	4 th July, 2011 Upto 01.30 PM	5 th July, 2011 Upto 03.00 PM
			Security Guard	15 (5 in each shift)		
			House Keeping Supervisor	1		
			Sweeper	10 (Full Time)		
3.	7-1 (Pt.I)/2011/ NICED; 31 st May, 2011	NICED-JICA Building at I.D. & B.G. Hospital Campus, Beliaghata, Kolkata	Security Supervisor	1	4 th July, 2011 Upto 01.30 PM	5 th July, 2011 Upto 03.00 PM
			Security Guard	18 (6 in each shift)		
			House Keeping Supervisor	1		
			Sweeper	12 (Full Time)		

TENDER EVALUATION

Tenders evaluation will be done in two stages

1. Technical bid and
2. Price bid.

Each bid to be submitted in separate sealed envelopes superscribed as “Technical Bid” and “Price Bid”. All these 2 envelopes should be put in another envelope marked as original bid and sealed with lakh (sealing wax). The another duplicate complete set comprising of (i) & (ii) should be submitted in sealed envelope marked as duplicate bid and tagged with the original sealed envelope.

TECHNICAL BID : -

The firm should submit the technical bid a sealed cover separately super scribing the word “Technical Bid” mentioning tender number, Name of the work, Due date of opening and Name of the Tenderer.

Technical bid should contain:

1. Only the name of work / service.
2. Current authorization letter. All bidders must get a valid letter of authorization from Directorate General of Resettlement (DGR).
3. Attested photocopy of latest Valid License.
4. Earnest Money Deposit in the form of Demand Draft / Pay Order.
5. The tenderers must attach self attested photocopies of latest Proof of filing income tax return, for assessment year 2009-2010.
6. PAN Card: Submit the self attested copy.
7. User list and performance certificates to be attached.
8. Undertaking as per Annexure- I
9. Criminal liability undertaking as per Annexure-II
10. Check list in the prescribed proforma (Annexure-III)
11. Cost of tender form: DD/Pay Order (in case form is downloaded from website).
12. Tender document duly signed with rubber seal of the firms in token of acceptance by the tenderer of all terms & conditions.

The Committee constituted by the Director will technically evaluate the bid on the basis of information; documents enclosed; the authority from DGR for the work / service. The bid accepted technically will only be considered for price evaluation (price bid). Price should not be quoted with technical bid otherwise the tender will be rejected without any correspondence.

PRICE BID

1. Should be submitted in a separate sealed envelope super scribing the word “Price bid” mentioning tender number, name of the work / service, due date of opening and the name of the tenderer.

2. The rates quoted should be inclusive of minimum wages, statutory obligation such as E.S.I., E.P.F. etc. Service Charges, Service Tax, Cost of Cleaning materials.

TERMS AND CONDITIONS

1. The tender documents should be typed. Any cutting/overwriting must be signed by the tenderer otherwise the rates in r/o that particular item may not be considered.
2. Each and every page of the tender must be numbered and signed by the tenderer along with seal of the firm.
3. Covering letter should clearly indicate the list of enclosures.
4. Performance Security :
 - A) The tenderer should submit Bank Guarantee from a nationalized bank of 10% of the cost of the work indemnifying the NICED against all losses incurred by the NICED during the working period i.e. 12 months from the date of completion the job. No interest can be paid.
 - B) Security Deposit/EMD is liable to be forfeited if the tenderer fails to complete the work. Security Deposit/ EMD are liable to be forfeited if the tenderer withdraws or awards or impairs or derogates the bid in any respect.
5. EMD shall be released to unsuccessful bidders after completion of tender process, subject to compliance to all other terms & conditions of Tender.
6. THE RATES QUOTED WILL BE TAKEN AS FIRM AND FINAL

PAYMENTS: -

The payment will be released on monthly basis by cheque after the work for the month has been completed to the satisfaction of the Officer mentioned as in the tender. For release of payment, pre-receipted bill may be submitted at the end of every month.

EXCLUSIVE RIGHT OF DIRECTOR

Director, NICED, Kolkata has the full and exclusive right to accept or reject any or all the tenders without assigning any reasons, whatsoever. No enquires, verbal or written shall be entertained in respect of acceptance/ rejection of the tender.

S. Karmakar
Administrative Officer
NICED, Kolkata

ANNEXURE – I

National Institute of Cholera and Enteric Diseases
 (Indian Council of Medical Research)
 Under Department of Health Research
 Ministry of Health & Family Welfare, Govt. of India
 P-33, C.I.T. Road, Scheme XM, Beliaghata
 Kolkata – 700 010

(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me are valid and binding on me during the period of validity of the tender.
3. I, the undersigned hereby bind myself to the Director, NICED, Kolkata, for providing service as per tender for NICED, Kolkata during the period of tender.
4. The items supplied by me, would be of the best quality and as per specifications.
5. Earnest money deposited by me, may be retained till the validity of the tender.
6. Security deposit/bank guarantee will be deposited by me and the same may be retained till the working period.
7. If the NICED authorities think it necessary to change any item/items supplied by me found to be defective/inferior quality the same will be replaced by me at no extra cost.
8. I hereby undertake to recoup any loss/damages caused to health/life of patient or loss caused to the hospital authority through the use of defective materials supplied by me.
9. I hereby undertake to pay penalty as per terms and condition for delayed supplies.
10. I agree to accept the bill to be paid by the authority after completion of all codal formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me /us.
11. There is no vigilance/CBI or court case pending against the firm.
12. The decision of the Director, NICED, Kolkata will be final and binding upon me.

Place.....

Affirmation

Signature of Bidder
 (Name of Bidder)
 With seal of firm

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Director, NICED, Kolkata will have full authority to take appropriate action as he/she may deem fit.

Signature of Bidder
(Name of Bidder)
With seal of firm

Place

Date.....

ANNEXURE – II

CRIMINAL LIABILITY UNDERTAKING ON Rs. 10/- AFFIDAVIT

I.....S/o..... Resident of
.....

..... do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.

1. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name

Signature

Rubber stamp

Affirmation/Verification

ANNEXURE – III

National Institute of Cholera and Enteric Diseases
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 Under Department of Health Research
 Ministry of Health & Family Welfare, Govt. of India
 P-33, C.I.T. Road, Scheme XM, Beliaghata, Kolkata – 700 010
CHECK LIST

(CERTIFICATES/DOCUMENT TO BE SUBMITTED WITH TENDER BID)

NAME OF THE WORK

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with Technical bid)

<i>Sl. No.</i>	<i>PARTICULARS</i>	<i>YES</i>	<i>NO</i>
1.	Undertaking as per prescribed Performa on an affidavit of Rs. 100/- marked as Annexure – I in the tender document.		
2.	Criminal liability undertaking on an affidavit of Rs. 10/- as per prescribed proforma regarding CBI Case/Criminal Case/ Income Tax Case VAT/Sales Tax Case/Black listing not pending against the bidder.		
3.	Cost of the tender form pay order		
4.	Proof of filing latest Income Tax Return (Photocopy attested)		
5.	Attested copy of PAN card issued by Income Tax department.		
6.	Copy of partnership Deed in case of Partnership firm with under taking and authorization for signing the Tender Documents.		
7.	Whether EMD of the required amount in the form of DD is attached?		
8.	Whether a copy of Tender Notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid		
9.	Whether the firm is in trade for over five years?		
10.	Whether the firm is having experience of at least five years of cleaning and sweeping work in Government / PSU? If yes, performance certificate from at least 3 such organizations may be attached		

Please note that failure to submit any one of the above certificates/documents shall render the tender invalid.

Signature of tenderer with rubber seal (s)

Name of the tenderer(s)

Address of the tenderer(s)