

OFFICE OF DEPUTY COMMISSIONER, LUDHIANA
(NAZARAT BRANCH)

Through this public notice it is informed that the contract regarding Sanitation services and garbage disposal of Deputy Commissioner Office block (District Administrative Complex) Ludhiana for the year 2012 (From 1-2-12 till 31-1-13) is to be called. For the above mentioned services, tenders of interested registered agencies/ contractors/ organizations are invited in sealed envelopes. In this tender, two bid system-“Technical Bid and Financial Bid” will be followed.

S r . n o .	Work Description	Cost of Tender Form	Earnest Money Deposit(EMD)	Last date of purchasing tender Form	Last date of submitting Tender documents	Date &time of opening Technical Bid	Date and time of opening Financial Bid
1	Sanitation services and garbage disposal of Deputy Commissioner Office block for 2012	Rs 100/- only Place: District Nazar Branch, room No 22, Ground Floor, DC office	Rs 25000/-(Through DD only)	20-1-2012 Till 5pm Place: District Nazar Branch,	23-1-2012 Till 2pm Place: District Nazar Branch,	23-1-2012 At 3pm Office of ADC(G) Ldh	23-1-2012 At 4pm Office of ADC(G) Ldh

Tender documents received without security/ EMD shall be rejected. After depositing the EMD of successful bidder, the security amount of rest of the bidders shall be returned. The documents regarding terms and conditions of tender can be taken from the branch of District Nazar on any working day. The information regarding the two bid system shall be included in the Tender Form. The information regarding the same is also available on the official website of district Ludhiana www.ludhiana.nic.in. The cost of Forms downloaded from the website shall be paid at the time of submitting the tender documents. One bidder shall fill only one tender Form. Deputy Commissioner Ludhiana reserves the right of cancellation of any tender deposited.

Deputy Commissioner Ludhiana

“This tender notice does not come under the purview of Model Code of Conduct Violation.”

District Electoral Officer
Ludhiana.

TENDER DOCUMENT

Name of work: House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at Deputy Commissioner Office block (District Administrative Complex) Ludhiana

Note: *The Terms & Conditions may be read carefully before submitting the Technical Bid & Financial Bid.*

Place for submission /

Place of opening of tender document: DC Office, Ludhiana

Last date for sale of tenders: 20th Jan,2012

Last Date/Time of submission: 23rd Jan,2012; 2:00 PM

Date/Time of opening of Technical Bid: 23rd Jan,2012; 3:00PM,

Date/Time of opening of Financial Bid: 23rd Jan,2012; 4:00PM

Declaration of Successful Bidder: 23rd Jan,2012 ; 5:00PM

**Deputy Commissioner
Ludhiana.**

Government of Punjab
Deputy Commissioner -cum- District Magistrate,
Ludhiana.

Technical bid

1. Name of the Agency :
2. Address of the Agency : -----

3. PAN of the Agency :
4. Name & Telephone number of the authorized person to be contacted :
5. Turnover for the last three years
(Copies of I.T. Returns and
Balance Sheet to be enclosed)

Financial Year	Turn over (in Lakhs
2008-09	
2009-10	
2010-11	

6. Whether the service provider is in the :
 field of Sanitation/Housekeeping
 services for the last 3 years?
 If yes, the names of clients.
 (Please specify in the prescribed format with proof)

Sr. No	Contract Year	Name of Client	Address & Contact Number of Client	No. of Employees provided	No. of Supervisors provided	Contract value(in lakhs)

7. Certificates of satisfactory completion :
of above mentioned work may be
submitted (Attested copy to be attached).
If it is noticed that the work
carried out was not found satisfactory
by any client, the tenders of such
tenderers will be treated as invalid.

8. State whether the vendor is firm or :
company.

If it is a firm, specify the name of proprietor/
partners and if it is a company specify the
names of Directors. :

9. Details of infrastructure facilities in :
Ludhiana/Punjab, e.g. offices, No. of employees etc.

10. Please specify in detail the arrangements:
that will be made to provide efficient service.
(Preferably, the detailed information be
given on a separate sheet)

11. Please specify and attach the following :
- (i) Valid Income Tax Clearance Certificate/
Copy of PAN No, /TIN No.; :
 - (ii) Proof of registration with Service Tax :
 - (iii) Proof of Registration with ESI /PF and
Labour Commissioner (including copy
of yearly return with EPF Office); :
 - (iv) Copies of audited statements of Accounts of
the last three years; :
 - (v) Demand Draft of requisite Earnest
Money Deposit of Rs.25,000/
(Twenty Five thousand only). :
 - (vi) Name and Address of 3 Clients with
their phone nos. where the
Housekeeping services are being
provided at present. :

Sr. No	Name, Address and Contact Number of Client

- (vii) Organisational Chart, financial strength :
and infrastructure details with list of
support Centres.

I certify that I have gone through the terms and conditions of the tender document and are acceptable to us.

Seal and Signature of the Authorised
Person of the Agency

Name and designation of the
Authorised Person of the Agency

Date:

Place:

List of Enclosures:

FINANCIAL BID

1) Name of the Agency:

2) Address and Telephone Number of the Agency:

3) Registration Number of the Agency:

4) We have gone through all the terms and conditions of the contract especially those related to work force requirement ,description of work and the other conditions. We shall provide the house keeping services and sanitation services for the Deputy Commissioner Office block, District Administrative Complex, Ludhiana at a

MONTHLY CHARGE of(in

words.....per month.

Seal and Signature of the Authorised
Person of the Agency

Name and designation of the
Authorised Person of the Agency

TERMS AND CONDITIONS OF CONTRACT

Sub: House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal at Deputy Commissioner Office block District Administrative Complex, Ludhiana

Deputy Commissioner, Ludhiana invites tender for **House Keeping/ Sanitation Services (Sweeping & cleaning services) and Garbage Disposal** initially for a period of one year.

1. The description of work and terms & conditions of the tender are as under: -

(A) Sanitation Services

Sl. No.	Description of Work	Periodicity	Remarks
1.	Sweeping and cleaning of floors, passages, corridors and staircases with railings, lobbies	Once Daily	Using cleaning powder and wipeout for floors
2.	Dusting and cleaning of tables, chairs, filing cabinets, sofas, curtains & blinds, and carpets	Daily	Conventional way of cleaning (including vacuum cleaning of upholstery)
3.	Cleaning of all telephone instruments in the office complex;	Daily	Using DETTOL Liquid and fine cotton
4.	Cleaning gents and ladies toilets and wash basins along with provision for fittings, mirrors;	Thrice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinals pots before earlier balls are fully consumed. Liquid soap containers should be filled up with liquid daily. Cleanliness of

			containers should be maintained. Toilet Rolls be available all the time.
5.	Cleaning choked toilets/drains etc.;	As and when required	Conventional way of cleaning.

6.	Cleaning of notice board, nameplates, keyboxes, watercoolers etc.;	Daily	Conventional way of cleaning.
8.	Cleaning of fans, bulbs, tube lights, windows, doors, glass panes, partitions of cabins, A/C grills, cobwebs, etc.;	Weekly	Conventional way of cleaning
9.	Disposal of garbage containers;	Twice daily	Collection through dustbins located at different positions of the complex.
10.	Cleaning of towels provided in officers room;	Weekly	Proper washing (Standard Detergent Powder)
11.	Spraying of pest control material in the whole DAC complex;	Bimonthly on holiday	With ISI branded pest control material.

- (i) The execution of cleaning of housekeeping will be with suitable and uniformed hygiene specialist with mechanized equipments, wherever required, and wet mopping.
- (ii) The cleaning and housekeeping works are to be carried out as per standard norms and in such manners that the premises always look neat and clean.
- (iii) The manpower engaged should be trained in management of bio-medical waste also so that waste disposal is carried out in totally sealed manner without affecting the environment as per pollution control directions.
- (iv) It will be the sole responsibility of the contractor that the workers engaged are trained and the DC Office will not be liable for any mishap, directly or indirectly.
- (v) All the consumables and disposables required for cleaning and housekeeping are to be procured by the contractor. All consumables and disposables should be eco-friendly. The indicative list of items/cleanliness material required for Housekeeping & Sanitation etc., is at Annexure - III.

- (vi) Mechanized equipments, wherever required, will be provided by the contractor.
- (vii) The cleanliness and other activities will be periodically checked by the District Nazir or any person authorized by the Deputy Commissioner based on certain objective criteria which are decided to measure level of cleanliness and the contractor has to abide by those criteria. These are as follows:
- (a) Shine level, presence of dust, pan and gutkha stains, spillage of water or other liquids, bird droppings etc. on floors, tiled walls, doors, windows or stairs, etc.;
 - (b) Dust or cobwebs etc. on roof, window grills etc.
 - (c) Finger or palm marks, dust and gutkha stain on glass panes of windows or doors and mirrors;
 - (d) **Dirt marks, dust, dryness and odour in Wash-basin, WC Seats, floors etc. in toilets/bathrooms.**
 - (e) Employees engaged by the Contractor shall wear proper uniform and name badge during his/her duty hour.

(B) Garbage Disposal

- a) Collection of waste from various locations, as under
 - 1) Opposite DTO Office
 - 2) Tehsil Office Ludhiana (West)
- b) Sorting and segregation of waste;
- c) Disposal of non-degradable waste and non-recyclable waste to nearest Municipal Corporation Ludhiana(MCL) approved collection site/landfill site;

Note: The Office of Deputy Commissioner can assign any type of job in the DC complex related to sanitation, cleaning and garbage disposal etc.

2. (i) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to **double** the wages of number of sanitation staff/supervisors absent on that particular day shall be levied by the DC office and the same shall be deducted from the contractor's bills.
- (ii) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in point 2(i) shall be levied.
- (iii) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be

deducted from contractor's bill. Further, the concerned contractor's personnel shall be removed from the services immediately.

- (iv) If the contractor fails to perform the work as specified in the contract, Deputy Commissioner, Ludhiana will have the right to recover a sum of Rs. 500/- per day as damages for breach of work order. The contract can be terminated any time by giving one month's notice.
 - (v) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Deputy Commissioner, Ludhiana reserves the right to impose the penalty as detailed below:-
 - (a) 20% of cost of order/agreement per week, up to four weeks delays.
 - (b) After four weeks delay the Deputy Commissioner, Ludhiana may cancel the agreement and get this job to be carried out preferably from other agency from open market. The difference, if any, will be recovered from the defaulter contractor and also shall be black listed for a period of four years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
3. The selection of contractor will be made on the criteria of at least three years of experience of providing similar services satisfactorily in reputed Organizations/Government Offices/Other District Administrative Complexes. These services should have been rendered with an annual turnover of 6 Lakhs- (Rupees Six lacs). The contractor has to endorse copies of **I.T. Returns** filed with the I.T. Department along with **Balance sheet** as well as copies of **yearly return filed with EPF** Office for the last three years. Preference will be given to **registered bidders** (EPF, ESI, PAN etc.) already doing the above-mentioned jobs in Govt./Semi Govt./Autonomous Bodies/Undertakings/Reputed organizations.
4. Those who meet the above technical requirements are required to submit the tender in prescribed form in two-bid system indicated below:
- a) **Envelope I marked as "Technical Bid" shall contain**
 - i) Technical Bid form duly completed in all respects.
 - ii) Self attested copy of Valid Income Tax Clearance Certificate /Attested Copy of PAN No. /TIN No.
 - iii) Self attested copy of Valid Service Tax Registration Number.
 - iv) Self attested copy of valid Registration/Licence No. of the Agency/Firm under the Contract Labour Act of Govt. of Punjab & copy of valid ESI /PF Registration No. issued from Labour Commissioner.

- v) Copies of audited statements of Accounts of the last three years.
- vi) Demand Draft of requisite Earnest money Deposit (EMD)/Security fund of Rs25,000/- (Rupees twenty Five thousand only) in favour of Deputy Commissioner, Ludhiana.
- vii) Demand Draft against cost of Tender Document (if downloaded from district website www.ludhiana.nic.in) of Rs.100/-, in favour of Deputy Commissioner, Ludhiana
- viii) Name and Address of 3 Clients with their phone nos. where the Housekeeping services are being provided with an annual turnover of Rs.Six Lakhs Only/-.
- ix) Organisational Chart, financial strength and infrastructure details with list of support Centres.
- x) Duly filled and signed Annexures- I, II and III.

b) Envelope II marked as “Financial Bid” shall contain all the documents downloaded from the web site duly signed and stamped as mark of acceptance of all terms and conditions. Any deviation from terms and conditions shall be notified separately.

c) Wherever required if documents are not complete as per para (a) above in Technical Bid, Envelope-II of Financial Bid containing Tender documents will not be opened.

d) Right to accept any Bid and to reject any or all Bids:-

- (i) Deputy Commissioner, Ludhiana is not bound to accept the lowest or any bid, and may at any time by notice in writing to the bidders terminate the tendering process.
- (ii) Deputy Commissioner, Ludhiana may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings of Govt of Punjab or Govt of India etc.
- (iii) Deputy Commissioner, Ludhiana may reject the Bid in the event that the Bid is accepted but the successful bidder fails to execute the contract agreement.

5. Detailed tender document containing terms and conditions can be obtained either from our website (www.ludhiana.nic.in) or in person on any working day from 9:00 a.m to 5.00 p.m. from the date of publication of the Tender Notice till 13th Jan,2012, on payment of Rs.100/- in cash or by way of demand draft in favour of Deputy Commissioner, Ludhiana. **The Tender shall be submitted to Deputy Commissioner ,Ludhiana remitting therewith Earnest Money Deposit (EMD) and cost of tender document in the form of demand draft as per para 4 a (VI & VII) along with all**

requisite papers/ documents to be eligible for participation in the tender.

6. Tender documents consisting of specifications, schedule(s) of quantities of the various classes of work to be done, the terms and conditions of tender and other documents will be open for clarification till one day before the submission date of tender.
7. Tenderers are advised to inspect and examine the site **Deputy Commissioner Office block (District Administrative Complex)** and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and nature of the site, the means of access to the site and in general shall themselves obtain all necessary information as to the risk, contingencies and other circumstances which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The cost of visiting shall be borne by the tenderer.
8. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself fully acquainted with the scope and specifications of the work to be done and of the terms and conditions and other factors bearing on the execution of the work issued by Deputy Commissioner, Ludhiana in this regard.
9. **The contractor is obliged to provide the requisite work force (including female staff for ladies toilet, etc.) from 09:00 a.m. to 5:00 p.m. on all days except Sundays and Government Holidays (if necessary in shift duties):**
 - A) **For Sanitation Work**
 - (i) Supervisor- **Minimum of One (01) Person**
 - (ii) Sweepers - **Minimum of Ten (10) Persons**
 - B) **For Garbage Disposal- Minimum of Two (02) Persons**

Deputy Commissioner, Ludhiana reserves the right to increase/decrease the manpower at any stage, if required. In such case, payment for the extra labour deployed/deduction for the less labour required & deployed shall be made on the basis of minimum wages. However, if the contractor, at his own, deploys labour less than the above on particular day, a recovery at the existing DC rates of Ludhiana district shall be made from the bill for short labour.

10. The contract can be extended at the discretion of the Deputy Commissioner, Ludhiana with the consent of the contractor. However, Deputy Commissioner, Ludhiana reserves the right to close the contract even before the scheduled contract period with a notice period of one month.
11. The contractor shall take all precaution for the safety of persons employed by him against insects, insecticides or any other mishap/accident during working hours.
12. The Contractor shall deploy his personnel only after obtaining the Deputy Commissioner ,Ludhiana approval duly submitting curriculum viate (CV)/Bio-Data of these personnel, the Deputy Commissioner, Ludhiana shall be informed at least one week in advance and contractor shall be required to obtain the Deputy Commissioner's, approval for all such changes along with their CV's.
13. The list of staff going to be deployed shall be made available to the **Deputy Commissioner,Ludhiana** and if any change is required on part of **Deputy Commissioner,Ludhiana** fresh list of staff shall be made available by the contractor after each and every change.
14. Every worker appointed by the Contractor shall wear the prescribed uniform according to season i.e. summer uniform in summer and winter uniform in winter season and badge bearing his name and designation, while on duty. The said uniform and badge shall be provided by the contractor at his own cost. The supervisor shall monitor the work of all House-keeping persons engaged for the aforesaid work throughout the day. The House keeping persons must maintain proper discipline in the office.
15. **All manual shifting of furniture/equipments within the campus shall be got done by the contractor without any extra cost. The Deputy Commissioner,Ludhiana shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty. Also the contractor staff shall carry out such other duties as are entrusted to them from time to time.**
16. The contractor shall carry the medical or non-biodegradable waste, which is unhygienic by covering the same with appropriate covering/cloth etc. so that it does not create unhygienic conditions for the residents/general public. The medical waste/unhygienic waste shall be dumped in the dumping yard/MCL approved landfill site/collection site as per direction of the District Nazar.
17. The employees of the contractor deployed on the above job shall have no right to claim for absorption in the services of **Deputy Commissioner,**

Ludhiana, and/or no claim for continuation/completion of the above contract tenure.

18. The contractor shall provide a report to office of **Deputy Commissioner, Ludhiana** on the activities undertaken by his work force/supervisor in the premises, to this office on a fortnightly basis.
19. Payment shall be made on monthly basis on receipt of bill by the contractor. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of above work has to be given and certified by District Nazir on the monthly payment bill.
20. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc., of each employee deployed in the District Administrative Complex every three months.
21. The contractor shall disburse the wages/salary to its staff deployed in the District Administrative Complex every month through cash or by cheque in the presence of representative of the **Deputy Commissioner, Ludhiana** on or before 10th day of every month.
22. Any damage caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor account. The amount so involved on this account shall be deducted from the payment due to contractor.
23. If the performance of the contractor is not up to the mark, then **Deputy Commissioner, Ludhiana** may take either of the following actions.
 - A) To engage another contractor or
 - B) To terminate his contract.
24. The contractor shall not sublet or transfer any part of the contract thereof without the written permission of the **Deputy Commissioner, Ludhiana**
25. No one connected with or in the employment of **office of Deputy Commissioner, Ludhiana** shall be admitted by the contractor as a partner or shall have any interest in his contract.
26. The contractor must be registered with Labour Commissioner and have a service base in Ludhiana/Punjab with enough manpower.
27. Earnest Money Deposit (EMD) amounting to Rs.25,000/- (Rupees twenty thousand only) must be enclosed along with the Technical Bid. EMD should

be in the form of DD drawn in favour of **Deputy Commissioner, Ludhiana**. EMD of successful bidder will be retained for a period of one year during the tender period. In all other cases, EMDs will be returned.

28. On acceptance of tender, the earnest money will be treated as part of the Security.
29. Tenders, not fulfilling any or all of the above mentioned conditions or incomplete in any aspect, are liable for rejection.
30. If any information furnished by the contractor is found to be incorrect, the **Deputy Commissioner, Ludhiana**, reserves the right to terminate the contract without any notice and contractor will be liable for forfeiture of security deposit.
31. Tender must be unconditional.
32. VAT or any other taxes on materials in respect of this contract shall be payable by the contractor and Deputy Commissioner, Ludhiana will not entertain any claim whatsoever in this respect.
34. This notice of tender shall form part of the Contract Document.
35. The validity of the tender(s) shall be up to 90 (Ninety) days from the date of opening of tenders.
36. The use of whitener/eraser in this tender is prohibited. If any correction becomes necessary, the same should be done by SCORING OFF originally written rates/figures etc. and then rewriting should be done under initials of person filling the tender.
37. As per law of land, statutory deductions like Income Tax / Work Contract Tax and other mandatory/statutory deductions etc. shall be made from the contractor's bill as applicable.
38. Any difference or dispute arising out of the contract shall be decided by Deputy Commissioner, Ludhiana or any person authorised by him and the decision shall be final and binding on the contractor.

Other Terms and Conditions of the Contract.

1. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by Deputy Commissioner, Ludhiana on this account.
2. The agency shall provide uniformed and trained personnel and use its best endeavour to provide sanitation and housekeeping services to the District Administrative Complex, Ludhiana for providing neat & clean environment. Rates quoted will include all statutory obligations, to be implemented by agency like Minimum Wages Act, Labour Laws and social legislation such as Contract Labour Act, EPF, ESIC, Workman Compensation Act & Cost of uniform etc., in respect of the staff deployed by agency for satisfactory performance of contractual job. If the minimum wages is revised by the Government of Punjab/Government of India, the incremental wages, if applicable, will be provided subject to the condition that the revised wages are paid to the manpower engaged for the purpose. The tender/bid which are not in compliance of Minimum wages Act and any other Labour Laws will be treated as invalid.
3. The contractor shall, for providing proper and hygienically sanitation services, ensure the following:
 - (a) That a daily report of its staff on duty and about their performance is furnished/submitted;
 - (b) That its staff do not smoke in the campus;
 - (c) Than any specific sanitation task assigned by the Deputy Commissioner, Ludhiana or any officer authorized by him is carried out diligently and well in time;
 - (d) That before using any equipment/appliances or material and products of sanitation, it is having the approval of the Principal Employer as non-substandard material is being used.
 - (e) That the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping in view minimum daily wages labour rates of DC rates in the presence of a representative of the Deputy Commissioner, Ludhiana and a certificate may also be furnished to this effect to the Principal Employer.
4. Prices quoted shall remain firm and free from any fluctuation/escalation during the contract period.

5. The entire area of Deputy Commissioner Office block District Administrative Complex premises shall be covered for housekeeping services on daily basis. The job shall be carried out regularly as per the instructions of District Nazar or any other officer nominated by the Deputy Commissioner, Ludhiana in this regard from time to time.
6. The selected agency shall provide required services for providing housekeeping & Sanitation services at Deputy Commissioner Office block, District Administrative Complex, Ludhiana. The agency shall employ good and reliable persons after police verification with robust health and clean records preferably within the age group of 18 to 45 years to carry out the job contract. In case any of the personnel so engaged by the contractor is not found suitable by the Competent Authority, the Deputy Commissioner, Ludhiana shall have the right to ask for its replacement without giving any reason thereof and the contractor shall on receipt of a written communication in this regard will have to replace such persons immediately.
7. Whenever representative of the contractor is called upon by Deputy Commissioner, Ludhiana, he will make himself available or any of its employee for evidence before the enquiry officer appointed by the Deputy Commissioner, Ludhiana or competent court in connection with the disciplinary proceedings against any of the employees, if the act of misconduct had happened in his/their presence.
8. The contractor shall be responsible to take out, obtain and keep in force and pay for all necessary licensees from the State, Municipal or any other authority for the purpose of stocking of materials and carrying out the job awarded.
9. In consideration of the contract amount, the contractor shall have to undertake to carry out the work complete in conformity with the provisions of this contract to the satisfaction of Deputy Commissioner, Ludhiana.
10. The contractor shall maintain a proper log-book on daily basis and the same shall be countersigned by an authorized officer of Deputy Commissioner, Ludhiana on weekly basis for satisfactory performance of job contract.
11. The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty thousand only) will be deposited by the agency and the same shall be retained by Deputy Commissioner, Ludhiana as interest free security deposit. In case of any default, the security deposit may be forfeited either in whole or

in part. The decision of Deputy Commissioner, Ludhiana in this regard shall be final and binding on the agency.

12. The contractor will arrange all tools, equipment and detergents required for the execution of the work for Housekeeping services in District Administrative Complex, Ludhiana at its cost.
13. In the event of any dispute arising out or in any way touching the terms & conditions of the agreement, the same shall be referred to the sole arbitration of the Deputy Commissioner, Ludhiana or his nominee and his decision shall be final and binding on the parties.
14. It may be clearly understood that the workers deployed by the contractor for performing the job contract shall be in his employment and no master and servant relationship or privity of contract exists between his workers/employees and Deputy Commissioner, Ludhiana. The workers deployed by the contractor shall at no point of time seek regularisation in the services at office of Deputy Commissioner, Ludhiana. The workers/employees deployed by the contractor for execution of job contract shall have no claim against office of Deputy Commissioner, Ludhiana.

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR
SANITATION/HOUSEKEEPING SERVICES**

Sl. No.	Document Asked for	Page No. at which document is placed
1.	Tender EMD of Rs.25,000(Rupees Twenty five thousand only) in the form of Demand Draft issued by any scheduled commercial bank in favour of Deputy Commissioner,Ludhiana.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
4.	Self attested copy of valid Service Tax Registration No.	
5.	Self attested copy of valid Registration number of the firm/agency.	
6.	Self attested copy of valid Provident Fund Registration number.	
7.	Self attested copy of valid ESI Registration No.	
8.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
9.	Proof of experience of last three financial years along with satisfactory performance certificates from the concerned employers.	
10.	Copies of Annual returns of previous 03 years supported by audited balance sheet	
11.	Any other documents, if required.	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Sanitation/Housekeeping services (in years)		
4.	Volume of work done during last three financial years.		
5.	Single work of more than Rs.Six lakhs -during last three years.		
6.	No. of Trained Supervisory staff in the field of Hygeine/Sanitation/Housekeeping.		
7.	ISO Certification of the firm (Yes/No)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

Annexure-III**Minimum Requirement of General House Keeping and Sanitation Material for execution
of work at DAC**

Sl.No.	Items	Minimum Quantity Required
1	T-Poll Hand Cleaning Soap	20 ltr
2	Acid (for cleaning of toilets and sink etc)	20 ltr
3	Washing Powder	15 Kg
4	Liquid Phenol	30 ltr
5	Harpic	15 Bottles
6	Dusters	40 Pcs.
7	Room Fresheners	03 Pcs.
8	Odonil cake	60 Pcs.
9	Odonil Balls	02 Kg.
10	Floor Cleaning Mops	30 Pcs.
11	Coline	15 Pcs.
12	Dettol	05 Ltr
13	Toilet Rolls	80 Rolls
14	Hariyal Jhadhoo	As per requirement
15	Phool Jhadhoo	As per requirement
16	Bandh Jhadhoo	As per requirement
17	Buckets	As per requirement
18	Plastic Jugs/Mugs	As per requirement
19	Plastic Drums	As per requirement
20	Scrubbing brushes for various sizes	As per requirement
21	Dustbins with lid	As per requirement

The above requirement is only illustrative and not exhaustive. The agency is required to provide the requisite material as required for cleanliness at its own cost.

**Seal and Signature of the Authorized
Person of the Agency**

**Name and designation of the
Authorized Person of the Agency**

