



INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

A -13, Sector -1, NOIDA-201 301

SHORT TENDER FOR SWEEPING MOPPING AND CLEANING

Sealed quotations are invited from the reputed firms for sweeping, mopping & cleaning work of the office premises of Inland Waterways Authority of India, A-13, Sector-1, Noida. Interested tenderer may submit their quotation along with EMD of Rs.7,500/- in favor of 'IWAI FUND' payable at NOIDA, which should reach to the undersigned in the sealed cover latest by 3.00 P.M. on or before 29th November, 2012 either in person or by post. The quotation shall be opened on the same day at 4.00 P.M. in the presence of bidder who wish to remain present during the opening. Terms and Conditions can be downloaded from our website www.iwai.nic.in .

Asstt. Secretary(Admn)

TERMS & CONDITIONS

Sealed quotations are invited from the interested and genuine firms for sweeping, mopping and cleaning works of IWAI Office at A-13, Sector-1, Noida. The terms & conditions are stated below:

1. The sealed covers by the interested bidders, accompanied with the required documents should reach IWAI, Sector-1, Noida on or before 29.11.2012 up to 1500 hrs.
2. **Earnest Money Deposit (EMD)** : All the tenderer have to submit Rs.7,500/- as EMD, in the form of Demand Draft favoring “IWAI Fund” drawn at Noida/Delhi
3. Tender offers not accompanied by the EMD shall be rejected.
4. The EMD shall be refunded to all the bidders after the successful completion of the tender proceedings & no interest thereon shall be paid to the bidders.
5. Successful tenderer will have to deposit Rs.15,000/- as performance security in the form of Fixed Deposit duly pledged by the bank in the name of IWAI.
6. The bidders must enclose the following documents along with the quotation;
 - a) A copy of the IT return for the latest year.
 - b) Documents in support of the address of the firm
 - c) Copy of the credential certificate obtained from a Govt. Deptt./PSU/Autonomous Body regarding satisfactory service performances.
 - d) EMD
 - e) Copy of registration certificate for Service Tax, EPF and ESIC.

- f) Self certificate to the extent that the employees are paid as per the wages notified under the Minimum wages Act of the Govt. of U.P./Delhi.
- 7. There should not be any cutting or overwriting in the quotation. Every page of the tender papers should be signed by the bidders.
- 8. The tender submitted by the bidders shall be opened on 29.11.2012 at 16.00 hrs in the presence of the bidders, who wish to be present.
- 9. IWAI reserves the right to accept or reject any offer without any notice or assigning any reason. The decision of Secretary, IWAI in this regard shall be final and binding on the tenderer and no correspondence of whatsoever shall be entertained.

INSTRUCTION TO THE BIDDERS

1. Bidders are advised to visit the premises and carefully go through the area of the office. The details of the work to be performed are given in **Annexure-I**.
2. The tenderer should submit their rate quotes as per the format given in **Annexure-II**
3. All the Safai Karamchari should be paid on the basis of the wages notified under the Minimum Wages Act and proof thereof should be produced.
4. All the Safai Karamchari should wear the uniform and name badge to be provided by the bidder.
5. Sufficient material shall be supplied to the Safai Karamchari by the firm for sweeping, mopping and cleaning.
6. Space will be provided by IWAI to the Safai Karamchari for keeping their material within the premises.
7. Any loss to Govt. property/theft committed by the worker/manpower of the firm shall be made good by the firm.
8. The sweepers should be paid on or before 7th of every month by the firm. Complaint of non-payment of wages by the firm to the Safai Karamchari shall not be entertained by the IWAI.
9. The successful bidder has to enter into an agreement with IWAI, as in enclosed **Annexure-III**.
10. Relevant documents as required and as detailed in the terms and conditions shall be attached with the quotation.

ANNEXURE-II

Wages per Safai Karamchari. or as per Minimum Wages Act per month	ESI Charges per month	EPF per month.	Total for 4 Safai Karamchari per month	Admn. Charges including expenditure on material* per month	Service Tax per month.	Total per month.

All cleaning material such as Broom, Brush, Cleaning Powder, Phenyl, Freshener etc.

Signature with name of the authorized person of the firm

AGREEMENT

This agreement is made in Noida onbetween the Asstt. Secretary, Inland Waterways Authority of India, A-13, Sector-1, Noida on one part and the owner of the firm, M/s..... (with full address) on the other part. Both the Asstt. Secretary, Inland Waterways Authority of India (hereafter called "IWAI") and M/s..... (hereinafter called "the firm") agree to covenant on the conditions of the contract as depicted below:

1. The prices negotiated are inclusive of all payments due to employees of the contractor as admissible under Minimum wages Act and other Acts as applicable and amend from time to time. The Contractor is solely responsible for making all payments to his workers. As such IWAI will not be liable to the contractor on accounts of any payment due to the workers of the firm.
2. IWAI will have no liability whatsoever concerning personals deployed by the firm. The firm shall keep IWAI indemnified against all losses/ damages or liabilities arising out of or imposed in connection with the services provided by the firm.
3. Contractor to submit performance security Rs.15,000/-. The performance security will be released after expiry of the contract and after receipt of clearance from the workers deployed by the firm.
4. The monthly payment warranty to all Safai Karamchari shall be made by the firm by 7th of each calendar month.
5. IWAI reserves the right to deduct any amount that becomes payable by the firm in respect of the workers deployed by the firm for executing the job awarded under any Act or Rules framed there under and in force from time to time. The same shall be recovered from the bills payable to the firm as debits recoverable.

6. For any infringement of these provisions, IWAI shall be at liberty to terminate the contract without any liability or to pay any compensation whatsoever to the firm.

7. The period of contract is one year i.e. fromtoduring this period if it is found that the performance of the firm is not satisfactory, IWAI will have right to terminate the contract by giving one-month notice. However, the cleaning staff deployed by the firm will have to be changed before completion of three month, every time.

8. IWAI shall be entitled at all times to carry out any checks or inspections of your facilities, records and accounts of the firm to ensure that the provisions of the Labour laws and regulations are being observed and that the workmen are not denied the rights and benefits to which they are entitled under such provisions. Any violation shall without prejudice to any other rights or remedies available to the owner constitute a ground for termination of the contract and any consequence arising of violation or any Act/law/regulation etc. will be sole responsibility of the firm.

9. If IWAI or its authorized officers are not satisfied either the manner of performance of the services provided, The firm will take such remedial measures as may be called upon to do to the entire satisfaction of IWAI.

10. As agreed, the firm would undertake the job with all sincerity and aware of change in scope of work. The firm shall agree to post 4 (four) Safai Karamcharies and should supervise their work from time to time.

11. Uniforms will be provided by the firm to the employees deployed without any extra charges from the IWAI.

12. In case of any theft or loss of IWAI property due to negligence or carelessness of personals, the firm will be fully responsible and the amount of such loss/damage shall be deducted from the bills. The firm shall provide some ID proof issued by Govt. Authorities in respect of Safai Karamcharies deployed.

13. The bill for each calendar month will be submitted by the firm on first working day of the next month to IWAI for arranging payment. IWAI will release the payment of the bill to the firm after the monthly wages are paid to all the workers deployed by the firm and to the entire satisfaction of IWAI.

14. Any dispute or difference arising out of the agreement which can not be amicably settled shall be resolved by the Asstt. Secretary, IWAI whose decision shall be final and binding on both the parties and shall be in lieu of any remedy.

15. Material which will be used in cleaning etc. will be of good quality and brands.

16. Tender documents and work order form the part of this agreement.

Signed on the behalf of

Inland Waterways Authority of India

.....
(Asstt. Secretary, IWAI)

And

M/S.....

.....
(Proprietor of the firm)
With Rubber Stamp

ANNEXURE-I

DETAILS FOR SWEEPING& MOPPING OF IWAI OFFICE

S.N	DESCRIPTION OF WORKS	QUANTITY
1.	Up-keep and cleaning of PVC/mosaic/ Tilled floors first with brooms and then mopped with dipped in approved quality disinfectant (Phenyl) etc. The common areas such as Reception lobby's corridors etc. are required to be cleaned at least twice a day. The rates quoted should include the cost of all Labour, materials, cartages, taxes, etc. Claming work described above be completed by 9:30 hrs in the morning and there after as and when required.	Basement Ground Floor & first floor.
2.	Collection of dust, garbage, rubbish etc. from all the rooms/ cabins and disposing off the same at nearest dustbin provided by NOIDA Authority. The containers/buckets for collecting garbage etc have to be provided by the contractor. The rates include the cost of all labour materials, cartages, taxes etc. complete.	
3.	Up-keep and cleaning of all wall panels, glass partitions, doors, windows etc of the building (inside & outside both) with approved quality cleaning liquids like Colin etc.	
4.	Cleaning of open ground areas.	2000 Sqm.
5.	Up keep and cleaning of toilets, walls, washbasin, WC, Urinal pan, all CP fittings etc. with vim/surf/cleanzo. Providing of liquid soap, Odonil, naphthalene balls, toilet paper rolls in sufficient quantity at all times. Up keep and cleaning of toilet fittings such as washbasin WC, Urinal pans with diluted acid of approved quality once a week and also as and when required.	9 nos.
6.	Dusting and cleaning of office furniture such as tables, chairs, almirah, and filling cabinets office equipments with dry dusters and wet dusters wherever required so as to keep them dust free.	9 sections