



**TENDER  
FOR**

**Sweeping, Mopping & Cleaning works of IWAI office cum R & D  
Complex at A-13, Sector -1, Noida.**

**TENDER NO. : IWAI/GA/10/2005 (Tr)**

**INLAND WATERWAYS AUTHORITY OF INDIA  
(MINISTRY OF SHIPPING)  
A-13, SECTOR - 1, NOIDA-201301 (U.P.)  
PHONE: 0120-2521704, 2522312; FAX: 2544041, 2543973  
E-mail : [iwainoi@nic.in](mailto:iwainoi@nic.in)  
Website : [www.iwai.nic.in](http://www.iwai.nic.in)  
<https://eprocure.gov.in/eprocure/app>**



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**TENDER NO. : IWAI/GA/10/2005 (Tr)**

M/s

Dated :

**Sub: Sweeping, Mopping & Cleaning works of IWAI office cum R & D complex at A-13, Sector -1, Noida.**

Sir,

Inland waterways Authority of India (IWAI), Noida invites online tender in two cover system (cover I–Technical bid & cover II– Financial bid) from experienced contractors for the above mentioned work. The bids will be placed online at <https://eprocure.gov.in/eprocure/app> not later than 15.00 hrs. on 16.07.2018. Technical bids shall be opened on 17.07.2018 at 15.30 hrs.. Firm shall have completed at least three similar works costing not less than Rs. 8.53 lakhs or two similar works costing not less than Rs. 12.80 lakhs or one similar work costing not less than Rs. 17.06 lakhs during last seven years (year ending March, 2018). The tenderer shall have registration with GST and having GST number. The firm shall have valid registration with, EPF and ESIC and having PAN card. The firm shall be working in the field for the past 3 years at least consistent. The tenderer shall be submitted Income Tax return for the last 3 financial years. The tenderer shall also be submitted following documents with the tender:

- i. Tender Acceptance Letter
- ii. Bank Accounts Details

Tenderer shall submit suitable documents as proof of the eligibility criteria along with the tender. Downloading of tender document will not construe document that such bidders are automatically considered qualified. For details tender document shall be read carefully.

Secretary, IWAI, Noida



**INLAND WATERWAYS AUTHORITY OF INDIA**

(Ministry of Shipping, Government of India)

**A-13, SECTOR-1**

**NOIDA – 201 301 (U.P)**

**TENDER NO. : IWAI/GA/10/2005 (Tr)**

**Sweeping, Mopping & Cleaning works of IWAI office cum R & D complex at  
A-13, Sector -1, Noida.**

**PART-I**

**TECHNICAL BID**



## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

A-13, SECTOR-1, NOIDA – 201 301 (U.P)

### NOTICE INVITING TENDER

TENDER NO. : IWAI/GA/10/2005 (Tr)

Inland Waterways Authority of India (IWAI) invites online tender / bids in two cover system (cover I–Technical bid & cover II– Financial bid) for the following work from the reputed and eligible firms. Firm shall have completed at least three similar works costing not less than 40% of estimated cost or two similar works costing not less than 60% of estimated cost or one similar work costing not less than 80% of the estimated cost during last seven years (year ending March, 2018). The tenderer shall have Permanent Account Number (PAN) issued by Income Tax Department. The tenderer shall have registration with GST and having GST number. The firm shall have valid registration with, EPF and ESIC. The firm shall be working in the field for the past 3 years at least consistent. The tenderer shall be submitted Income Tax return for the last 3 financial years. The work involves sweeping, mopping & dusting and cleaning of office area, chambers and Cabin of officers, toilets, pantries and equipments etc. and the firm shall have experience in executing this work:

Name of work	Estimated Cost	EMD (in Rs.)	Time of completion	Date & time of submission of tender	Date & time of opening of Tech. bid
<b>Sweeping, Mopping &amp; Cleaning works of IWAI office cum R &amp; D complex at A-13, Sector -1, Noida. (Cost of Tender document – Rs. 500/-only)</b>	21.39 lakhs	42700/-	Initially for one year	16.07.2018 15.00 hrs.	17.07.2018 15.30 hrs.

Firms fulfilling the above eligibility criteria may download tender document along with the terms and condition. The complete bid as per the tender documents should be placed online at <https://eprocure.gov.in/e-procure/app> by 15.00 hours on 16.07.2018 and will be opened online on 17.07.2018 at 1530 hours at IWAI, A-13, Sector-1, Noida – 201301. The scanned copy of all the supporting documents should be submitted online along with the technical bid.

All Bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) on submission of a valid registration certificate as per the Government of India rules, are required to pay the cost of Tender Document as mentioned above through RTGS. The cost of Tender Document is Rs. 500/- (Rupees Five Hundred only) mentioned above shall be deposited to IWAI Fund through RTGS in the following account:

Name of Bank Account: IWAI Fund

ii) Bank Name and Address: Syndicate Bank, Transport Bhawan, New Delhi

iii) Bank Account number: 90622150000086

iv) IFSC: SYNB0009062

Bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) on submission of a valid registration certificate as per the Government of India rules, shall furnish EMD of the amounts as mentioned above. EMD for the mentioned amount shall be deposited to IWAI Fund through RTGS in the following account:

i.)	Name of Bank Account:	IWAI FUND
ii.)	Bank Name and Address	Union Bank of India, Sector 15, Noida
iii.)	Bank Account Number	513202050000007
iv.)	IFSC	UBIN0551325

Site will be inspected on all working days during office hours. For inspection of site, the bidder may contact to the Secretary, IWAI, Noida. IWAI reserves the right to reject any or all bids without assigning any reasons. For details, refer the website or contact IWAI Office.

**Technical Qualification Criteria with minimum eligibility and marks to be allotted.**

Sl. No.	Technical Qualification Criteria	Minimum Requirement	Submission by Firm	Marks allotted for Technical Qualification
1.	Firm must be in the business of similar work for the period of	Last 3 years	3-5 years 5-7 years More than 7 years	2 4 5
2.	Experience of executing similar work in Govt. autonomous or PSU or Govt. controlled organization (work order of the value not less than 8.53 lacs per order)	<b>Total points on work executed.</b> *8.53 to 12.79 lacs-2 points for each work *12.80 to 17.05 lacs-3 points for each work * More than 17.05 lacs-6 points for each work <b>Minimum eligibility points - 6</b>	If points gained by bidder is: 6 points 7 points 8 points 9 points 10 points 11 points 12 points More than 12	3 4 5 6 7 8 10 12
3.	Registered with EPFO, ESIC (Labour Contract Registration) and GST	Essential		3
4.	No. of employees working with the firm (to be supported with EPFO return)	Minimum of 10	Up to 10 11 to 20 21 to 30 31 to 40 More than 40	2 3 4 5 7
5.	Location of office.	NCR or Non- NCR	NCR Non-NCR	5 3

“Out of the total 35 marks allotted for Technical bid, those bidders who achieve 22 marks & above would qualify for the final evaluation of their Price bid. Those who do not achieve the same, will not qualify for the price bid stage”.

Secretary  
IWAI, Noida



**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Shipping, Govt. of India)**  
**A-13, SECTOR-1 NOIDA – 201301 (U.P)**  
**TENDER NO. IWAI/GA/10/2005 (Tr)**

IWAI invites online tender / bids in two cover system from the reputed firm for the following work:-

Name of work	Estimated Cost	EMD (in Rs.)	Time of completion	Date & time of submission of tender	Date & time of opening of Tech. bid
<b>Sweeping, Mopping &amp; Cleaning works of IWAI office cum R &amp; D complex at A-13, Sector -1, Noida. (Cost of Tender document – Rs. 500/-only)</b>	21.39 lakhs	42700/-	Initially for one year	16.07.2018 15.00 hrs.	17.07.2018 15.30 hrs.

Detailed NIT eligibility criteria and tender document alongwith Instruction to the Bidders can be seen at IWAI's website i.e. [www.iwai.nic.in](http://www.iwai.nic.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in)

Secretary

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## ACCEPTANCE FORM

To,

The Secretary,  
Inland Waterways Authority of India,  
A-13, Sector-1,  
Noida – 201301 (U.P.)

Name of Work: Sweeping, Mopping & Cleaning works of IWAI office cum R & D complex at  
A-13, Sector -1, Noida.

Madam,

1. Having visited the site and after acceptance of all the terms and conditions, Schedules and Bill of Quantities along with all appendix and annexure for the above work, I/We offer to execute the above said work in conformity with the said Conditions of Contract, Specifications, Schedule of quantities for the sum as stated in Bill of quantities of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

2. I/We undertake to complete and deliver the whole of the work comprised in the tender within the time as stated in the tender and also in accordance with the specifications, conditions and instructions as mentioned in the tender documents.

3. I/We agree to abide by this tender. I/We agree to keep the validity of our price bid for 90 days from the date of opening of price bid or extension thereto as required by the IWAI and not to make any modifications in its terms bid and conditions.

A sum or Rs.....(Rupees ..... ) is hereby submitted to IWAI by RTGS/NEFT ..... dated ..... through ..... (name & branch of bank) as earnest Money. I/We agree, if I/We fail to keep the validity of the bid open as aforesaid or I/we make the modifications in the terms and conditions of my/our bid or I/we fail to commence the execution of the works as above than I/We shall become liable for forfeiture of my/our Earnest money, as aforesaid and IWAI shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by IWAI towards part of security deposit to execute all the works referred to in the bid documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this bid be accepted, I/We agree to abide by and fulfill all the terms and conditions and provisions of this bid. No interest is payable on earnest money deposit and/or security deposit.

5. If this bid is accepted, I/We undertake to enter into, at my/our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal agreement is prepared and extended this bid together with your acceptance thereto shall constitute a binding contract.



6. I/We agree that if my/our bid is accepted, I/We am/are to be jointly and severally responsible for the due performance of the contract.

7. I/We understand that you are not bound to accept the lowest or any bid you may receive and may reject all or any bid without assigning any reason.

8. I/We confirm that all statements documents, information submitted/given with this bid or in support of bid is/are true, genuine, authentic, legitimate and valid. I agree that at any time before award of work or after award to selected/successful bidder in case any of these statement document, information is/are found incorrect, false, willful misrepresentation or omission of facts or submission of false/forged documents, the EMD/Security deposit submitted by me/us shall be forfeited by IWAI.

9. I/We certify that the bid submitted by me/us is strictly in accordance with the terms, conditions, specifications etc. as contained in the bid document, and it is further certified that it does not contain any deviation to the aforesaid documents.

Date .....

Signature .....

Name .....

Designation .....

duly authorized to sign & submit bid for an on behalf of

(Name and address of firm)

M/s .....

.....

.....

Telephone Nos. ....

FAX No. ....

Witness:

Signature: .....

Name : .....

Occupation: .....

Address: .....

.....

Telephone nos.: .....



### **INSTRUCTION FOR SUBMISSION OF BID**

1. Scanned copy of all covering letters and information to be included in the bid shall be submitted along with the bid itself.
2. Online tender should be submitted in two covers Envelope-1 (containing technical bid) and Envelope-2 (containing price bid).
3. The first cover/envelope containing Part-1 shall be submitted along with the following documents -
  - a) Scanned copy of original bid document duly filled in and completed in all respects except prices, signed with rubber seal on each page as a proof of acceptance.
  - b) Scanned copy of proof of payment of Earnest Money Deposit of Rs. 42,700/-.
  - c) Scanned copy proof of payment of tender cost of Rs. 500/-.
  - d) Scanned copy of Documents in support of the address of the firm.
  - e) Scanned copy of Memorandum of Association & Article of Association/Partnership deeds, as applicable.
  - f) Tenderer shall furnish Copy of list of the working persons and supervisory persons he wish to deploy in this job along with their experience details.
  - g) Scanned copy of Letter of Authority for signing and negotiation of bid.
  - h) Scanned copy of Document in the respect of PAN, GST no., EPF and ESIC.
  - i) Scanned copy of receipted copy of Return of Employees Provident Fund (EPF) for last three years where applicable.
  - j) Scanned copy of the credential certificate obtained from a Govt. Deptt./PSU/Autonomous Body regarding satisfactory service performances.
  - k) Scanned copy of Self-Certificate to the extent that the employees are paid not less than the wages notified by the Government of India for unskilled workers.
  - l) Scanned copy of any additional relevant information to be furnished by the bidder.
  - m) Scanned copy of the IT return for the latest year.
4. **The hard copy of proof of payment of EMD and Tender cost and duly signed 'form of tender' shall be submitted before 15.00 hrs, 16 .07.2018.**
5. The details of the RTGS/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
6. The firm shall give a declaration that they have not been banned or black listed by any govt. or quasi Govt. agency or public Sector Undertaking. If a firm has been banned by any Govt. or quasi Govt. Agency or PSU, this fact must be clearly stated and it may not be a cause of disqualifying the firm. If the declaration is not given, the bids shall be rejected as non-responsive.

**The Second cover containing Part-2 shall be submitted along with the following documents.**

- a) Price Bid in excel format (BoQ\_XXXXX) provided along with this tender shall be used

for quoting prices/offer.

**It may please be noted that:-**

- (a) The price bid part shall not contain any terms and conditions whatsoever.
  - (b) Price bids of only those bidders whose technical and commercial proposals are complete and found acceptable, shall be opened online in the presence of bidders or their authorized representatives who may like to be present.
7. Bidders are advised to submit their offers strictly based upon the detailed terms and conditions contained in “INSTRUCTION TO BIDDERS” being a part of this tender document and not to stipulate any deviations. Should it, however, become unavoidable, deviations should be stipulated in part – I of the tender. IWAI reserves the right to evaluate bids containing such deviations and accept or reject any part or whole of the same without showing any reason whatsoever.
  8. IWAI reserves the right to reject any or all bids without assigning any reasons.
  9. Bids will be received online using CPP portal namely : <http://eprocure.gov.in/eprocure/app>.
  10. Any annotation or accompanying documentation in the bid shall be in Hindi or English language only and in metric system. Bid filled in any other language will be summarily rejected.
  11. The firms interested in the work must have a good track record and must not have been black-listed by any Government Organization/ PSUs / Statutory Body in course of last 5 years. Bids of such black listed firms will not be considered by the Authority.
  12. Bidder shall sign their proposal with the exact name of the firm .The bid shall be duly signed by an authorized person of the bidders’ organization as following:
    - (a) If the Tender is submitted by an individual, it shall be signed by the proprietor above his full name and full name of his firm with its current business address.
    - (b) If the Tender is submitted by the proprietary firm, it shall be signed by the proprietor above his full name and full name of his firm with its name and current business address.
    - (c) If the Tender is submitted by a firm in partnership, it shall be signed by all the partners of the firm above, their full names and current business address, or by a partner holding the power of attorney for the firm for signing the Tender in which cases a certified copy of the power of attorney shall accompany the Tender. A certified copy of the partnership deed and current business address of all the partners of the firm shall also accompany the Tender.
    - (d) If the Tender is submitted by a limited company, or a limited Corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the tender in which case a certified copy of the power of attorney shall accompany the Tender. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the contract is awarded. ‘Satisfactory evidence’ means the certificate of incorporation of the limited company or corporation under Indian Companies Act, 1956.
  13. Bidders shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also the source of his ability to bind the bidder. The power of

attorney or authorization or any other document constituting adequate proof of the ability of the signatory to bind the bidder shall be annexed to the bid. The owner may reject outright any bid unsupported by inadequate proof of the signatory's authority.

14. The bid document shall be completed in all respects and shall be submitted together with the requisite information and appendices. They shall be completed and free from ambiguity, change or inter-lineation.
15. IWAI shall have a unqualified option under the said bid to forfeit the EMD in the event of Bidder fails to keep the bid valid up to the date specified or refuses to accept work or carry it out in accordance with the bid if IWAI decides to award the work to the Bidder.
16. The EMD shall be retained with IWAI until finalization of tenders. If any statements documents/information submitted by tenderer is found false/incorrect, willful misrepresentation or omission of facts or fake/forged documents, the EMD shall be forfeited.
17. IWAI shall, however, release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. EMD of successful bidder will be converted into performance security refundable deposit. In case of any breach of contract, EMD will be forfeited.
18. The EMD shall be retained with the IWAI until finalization of tenders. Further, performance security deposit as per the clause of Performance Guarantee shall be payable by the successful bidder. If the tenderer fails to furnish the security deposit or performance guarantee in accordance with tender conditions, EMD shall be forfeited. In the event of the Bidder becoming the successful Contractor. The amount of EMD would be adjusted against the Performance Guarantee.
19. IWAI shall, however, arrange to release the EMD in respect of unsuccessful bidders within 30 (thirty) days of placement of order to successful bidder. No interest shall be payable on EMD by IWAI.

### **Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for eProcurement**

<https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e procurement/e tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the eProcurement site using the <https://eprocure.gov.in/eprocure/app> option available "Enroll Here" on the home page. Portal. Enrollment is free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid e mail\_id. All the correspondence shall be made directly with the contractors/bidders through e mail\_id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/n Code/e Mudra or any Certifying Authority recognized by CCA India on e Token/Smart Card, should be registered.
- 5) The DSC that is registered only, should be used by the bidder and should ensure safety of the same.

- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go thro' them carefully and then submit the documents as asked.
- 8) If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the eToken/SmartCard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my favorites' folder.
- 11) From the my favourites folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked, otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in general PDF/xls/rar/jpg formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

\* \* \*



## DEFINITIONS

1. The contract means the documents forming the tender and acceptance thereof and the format agreement executed between the Competent Authority on behalf of the Chairman, Inland Waterways Authority of India and the contractor, together within the documents referred to therein including these conditions and instructions issued from time to time by the Officer-in-charge and all these documents taken together shall be deemed to form one contract and shall be complementary to one another.
2. In the contract, the following expressions shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them;
  - (i) The expression work or works shall unless there be something both in the subject or context repugnant to such constructions be construed and taken to mean the works by or by virtue of the contract to be executed whether temporary or permanent, and whether original offered substituted or additional.
  - (ii) The 'Contractor' shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
  - (iii) The 'Employer' means the Chairperson, Inland Waterways Authority of India and his successors.
  - (iv) The 'Engineer-in-charge' means the Engineer who shall supervise and be in charge of the work and who shall sign the contract on behalf of the Employer.
  - (v) 'IWAI/Authority/Department/Owner' shall mean the Inland Waterways Authority of India, which invites tenders on behalf of the Chairman, IWAI.
  - (vi) The 'Site' shall mean premises of regional office of IWAI at Pandu, Guwahati (Assam) of owner on which the works are to be executed under this contract.
  - (vii) The term 'Day' shall mean a calendar day beginning and ending at midnight.
  - (viii) The term 'Week' shall mean seven consecutive calendar days.
  - (ix) The term 'Month' shall mean the English calendar month.
  - (x) District specifications mean specifications followed by the State Government in the area where the work is to be executed.
  - (xi) Tendered value means the value of the entire work as stipulated in the letter of award.
  - (xii) Excepted Risk are risks due to riots (other than those on account of contractor's employees) war (whether declared or not) invasion, act of foreign enemies, hostilities, civil war, rebellion, revolution, insurrection, military of usurped power, any act of Govt. damages, acts of God, such as earthquake, lightning and unprecedented flood and other causes over which the contractor has no control and accepted as such by the Accepting Authority or causes solely due to use or occupation by Govt. of the part of the works in respect of which a certificate of completion has been issued or a cause solely due to Govt., faulty design of works.

- (xiii) Market rate shall be rate as decided by the Officer-in-charge on the basis of the cost of materials and labour at the site where the work is to be executed plus the percentage mentioned in tender to cover all overheads and profits.
- (xiv) Schedules referred to in these conditions shall mean the relevant schedules annexed to the tender to the tender papers or the standard schedules of rates of the govt. mentioned with the amendments thereto issued up to the date of receipt of the tender.

**Interpretation Clause**

- The 'Chairperson' means the Chairperson of Inland Waterways Authority of India.

Word Importing the singular number only includes the plural number and vice versa.

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## **Terms & Conditions**

**Scope of work** includes sweeping, mopping, dusting & cleaning of common office area, rooms/chambers/cabin of officers, common toilets, attached toilets, pantries, elevator lobby, stairs and other rooms at Basement, Ground floor and First floor. (Detail of area of floors, Numbers of toilets and pantries and other details are placed in tender as Annexure-A). The work of sweeping, mopping & cleaning shall be done according to duration given in Annexure-B.

- **The office remains closed on Saturday & Sunday, however the weekly cleaning as indicated in Annexure-B to be done along with removal of cobwebs and miscellaneous items on Saturdays.**
- **The work should be supervised by the contractor at frequent intervals every day.**
- **The period of work is two years from xx.xx.2018 to xx.xx.2020 {the continuation of period after 1 year is depend only on satisfactory performance in first year}.**

### **1.0 General Conditions:**

- 1.1 The firm shall follow the instructions given by the officer in-charge in IWAI.
- 1.2 The firm should use approved material for sweeping, mopping & cleaning with the best quality workmanship and materials shall be got approved by the IWAI before using.
- 1.3 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.
- 1.4 All the Safai Karamchari should wear the uniform and name badge to be provided by the bidder. Identity card to be issued to each worker.
- 1.5 Sufficient material shall be supplied to the Safai Karamchari by the contractor for sweeping, mopping and cleaning.
- 1.6 Space will be provided by IWAI to the Safai Karamchari for keeping their material within the premises.
- 1.7 The list of approved make of material is placed in the tender document at Annexure-C.
- 1.8 Any loss to Govt. property/theft committed by the worker/manpower of the firm shall be made good by the firm
- 1.9 The period of contract is for two years i.e. from **xx.xx.2018 to xx.xx.2020** during 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.
- 1.10 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 any consequence arising of violation or any Act/law/regulation etc. will be sole responsibility of the firm.
- 1.11 Uniforms will be provided by the firm to the employees deployed without any extra charges from the IWAI.
- 1.12 Compliance with various Labour Laws and other Laws of the land like Minimum Wages as applicable to Noida(Area A) notified by Labour department(Central),PF, ESI, Contract



Labour etc, shall be the responsibilities of contractor. The payment of EPF and ESI will be reimbursed only after submitting of proof of payment.

- 1.13 The contractor shall be liable to comply with all rules and regulations in respect of all the labour laws and statutory requirements including safety regulations which are in vogue or will become applicable in future.
- 1.14 The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes etc., now in force or thereafter imposed, modified and/or revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons employed by the Contractor.
- 1.15 The contractor shall fully comply with all the applicable laws, rules and regulations relating to P.F. Act including the payment of P.F. contributions, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, C.L. (R&A) Act, Essential Commodities Act, Migrant Labour Act, Contract Labour (Regulation and Abolition) Act, 1970 and/or such other Acts or Laws, regulations passed by the Central, State, Municipal and Local Government Agency or authority, including T.D.S. as per I.T. Act, applicable from time to time.
- 1.16 The contractor shall not pay to his employees less than the minimum wages as applicable to Noida(Area A) notified by Labour Department(Central). (xiii) The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.
- 1.17 Contractor shall not take out any material/equipment out of IWAI's premises without prior approval of IWAI' or its Authorised Representative. In case, some equipment/material is required to be shifted/moved out of the premises, whether belonging to the Contractor or provided by IWAI', prior approval from IWAI' or his Authorised Representative would be necessary.
- 1.18 IWAI shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Contractors.
- 1.19 The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which are of confidential/secret nature that can attract legal action.
- 1.20 The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of IWAI.
- 1.21 The personnel deployed by the Contractor shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 of Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the personnel to this effect will be required to be submitted by the Contractor to this office.
- 1.22 The personnel deployed shall not claim any Employer/Employee relationship against this office
- 1.23 All the equipments like ladders, floor cleaning machine, vacuum cleaner, long handle brooms/wipers & wooden flooring cleaning machine etc. and others equipments which are to be required for cleaning of glass curtain walls, windows, doors, different types of floor and other office furniture's, fixtures & equipments etc. shall be provided by the firms without any extra cost.

## **2.0 Site:**

Site means IWAI office cum R & D complex at A-13, Sector-1, Noida.

- 3.0 Performance Guarantee:** The successful tenderer/bidder shall be required to deposit an amount equal to 5% of value of the tender price as performance security in the form of either demand draft in favour of IWAI Fund payable at Noida / Delhi issued by any nationalized/schedule bank or through RTGS/NEFT or in form of Bank Guarantee issued by nationalized/schedule bank. The 5% will be inclusive of the EMD amount already submitted, within 15 days of issue of work order. The performance guarantee shall be initially valid up to **xx.xx.2020**. This bank guarantee shall be extended and kept valid till the final completion period.

## **4.0 Rates:**

- 4.1 The quoted percentage of Service charge will be fixed for 2 years and minimum wages of the deployment manpower as prefixed in the BOQ may undergo change as and when such changes are declared by the office of the Chief Labour Commissioner (C) New Delhi, Moreover, 10% annual increase will also be granted for the material cost prefixed in the BOQ”.**
- 4.2 The rates quoted by the bidder, shall be firm and inclusive of all taxes (including works contract taxes & excluding GST), duties and levies, octroi and all charges for insurance etc. GST will be paid extra as per rule.
- 4.3 The prices negotiated are inclusive of all payments due to employees of the contractor as admissible under Minimum wages Act of Govt. of India and other Acts as applicable and amended 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.

## **5.0 Payment**

- 5.1 The payment will be made only for the quantity actually executed and certified on monthly basis.
- 5.2 The bill for each calendar month will be submitted by the firm / contractor on first working day of the next month to IWAI for arranging payment. IWAI will release the payment of the bill to the firm.
- 5.3 The supervisor of the contractor should get a job done certificate signed from the officer in charge for all the days in the form of job card for items indicated in Annexure A, B and submit the same along with a monthly bill for payment.
- 5.4 The employees should be paid by the firm / contractor on or before 7<sup>th</sup> of every month by the firm.
- 5.5 IWAI reserve 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.
- 5.6 IWAI will deduct proportionate amount (prorata) if work is not completed on time every day by engaging suitable numbers of employees for completing the work every day within specified time frame given in Annexure B.

## **6.0 Validity**

- 6.1 Bid shall be valid for acceptance for a period of 90 days from the date of opening of price bid.

6.2 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 further correspondence shall be entertained.

## **7.0 Risks associated with the work**

The entire work shall be done at your risk. Any damage to the office property/outside property or injury to any of the outsiders, our office staff, staff and labour of the other contractors working at the same site under separate agreement with IWAI or to any of your staff/labour shall be completely at your risk and costs. You shall also undertake the necessary insurance cover for all your supervisors, staff and worker.

## **8.0 Arbitration**

If at any time, any question, dispute or difference whatsoever arises in connection with this work order, the same shall be resolved by mutual consultation failing which the matter shall be referred for arbitration. The arbitrator will be appointed by Chairman, IWAI.

## **9.0 Court Jurisdiction**

Dispute of any nature that may arise in connection with the execution of this contract shall be covered by the Laws of India subject to the jurisdiction of courts situated in Noida (Gautam Budh Nagar, U.P) only.

## **10.0 Period of Contract:**

10.1 The period of work is two years from xx.xx.2018 to xx.xx.2020 {the continuation of period after 1 year is depend only on satisfactory performance in first year}.

10.2 The period of contract shall be for two year and extendable by another one year at the sole discretion of IWAI on same terms, condition and rate.

10.3 The contract could also be renewed for a fraction/part of the year provided the services are found to be satisfactory. The contract shall be in force for the period stipulated in the contract, and only on expiry thereof, it shall be deemed to have been terminated the contractor shall not have any right, either contractual or equitable, to demand any fresh contract for another term or to continue the same in preference to any other intending party. The contractor shall have no right to sublet the entire work or any portion of the work under any circumstances. Rates quoted by the bidder will be firm during the period of the contract.

## **11.0 Termination of the Contract by IWAI**

11.1 IWAI shall have full rights to terminate or rescind the contract if the Contractor makes default in any one or more of the following respects:

- (i) If he without reasonable cause wholly suspends the carrying out of the services under contract, and continues to do so after a written notice of seven days from IWAI or
- (ii) If he fails to proceed regularly and diligently with the works, and continues to do so after a written notice of seven days from IWAI , or
- (iii) If he refuses or persistently neglects to comply with the written notice of seven days arranged to be served upon him by IWAI , or
- (iv) If he assigns, transfers or attempts to assign, transfer or sublets the works or any portion thereof without the prior written permission of IWAI.
- (v) The Contractor shall provide for a substitute when the absence exceeds 2 days or even earlier, if situation so warrants. Any laxity in the matter shall invite a penalty of Rs.500/- per day subject to maximum of 10% of contract value apart from deduction of salary on pro rata basis.

\* \* \*

**Details of Work and Area of IWAI office**

<b>S.N</b>	<b>DESCRIPTION OF WORKS</b>	<b>QUANTITY</b>
1.	Up-keeping and cleaning of all PVC tile/Mosaic-tile/Granamite Tile/Ceramic tile/Marble floors and other floors in office space first with brooms and then mopped with dipped in approved quality disinfectant (Phenyl) etc. The common areas such as internal passages/lobbies, Reception lobby, corridors, elevator lobby, Stair-cases and main Reception area etc. are required to be cleaned at least twice a day. Cleaning work described above should be completed by 9:30 hrs. in the morning and thereafter as and when required. All types of brooms and mops for cleaning etc. have to be provided by the contractor.	Basement (1186 Sqm.) Ground Floor (1318 Sqm.) First Floor. (1200 Sqm.) 2 <sup>nd</sup> Floor(Half) (1/2x778 Sqm)
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.	
3.	Up-keeping and cleaning of all wall panels, glass partitions, doors, windows etc of the building (inside & outside both) with approved quality cleaning liquids like Colin or equivalent etc. and cleaning of cobwebs. The all require equipments for cleaning of glass curtain wall, windows and façade shall be provided by the firm.	
4.	Cleaning of open ground areas, roof terrace and road etc.	2074 Sqm.
5.	Up keeping and cleaning of toilet floors, wall tiles, washbasins, WC pans, Urinal pans, all CP fittings etc. with vim/surf/cleanzo. Providing of liquid soap, Air-freshner like Odonil or equivalent, naphthalene balls, toilet paper rolls in sufficient quantity at all times. Up keeping and cleaning of toilet fittings such as washbasins, WC pans, Urinal pans with toilet bowl cleaner like Harpic or equivalent of approved quality at least twice a day and also as and when required. Up keeping and cleaning of Urinal lines and WC pans lines with diluted acid of approved quality once a week and also as and when required.	
a)	Common toilets	5 nos.
b)	Attached toilets	5 nos.
c)	Pantries	3 nos.
6.	Dusting and cleaning of office furniture such as tables, chairs, almirah, and filling cabinet's office equipment's with dry dusters and wet dusters wherever	7 sections/ wings
7.	Removal of cobwebs and cleaning of other miscellaneous items in all building.	From Basement to 2 <sup>nd</sup> floor.

\* \* \*

## Duration of work and Daily Completion Time

S.N.	Description of work	Duration of Work	Daily Completion Time
1.	Up-keeping and cleaning of PVC tile/Mosaic-tile/Granamite Tile/Ceramic tile/Marble floors and other floors in office space first with brooms and then mopped with dipped in approved quality disinfectant (Phenyl) etc. Ground Floor First Floor Basement	Twice in a day Twice in a day Once in a day	9:30 am & 2:00 pm 9:30 am & 2:00 pm 11:00 am
2.	The common areas such as internal passages/lobbies, Reception lobby, corridors, elevator lobby, Stair-cases and main Reception area etc. Ground Floor First Floor	Twice in a day Twice in a day	9:30 am & 3:00 pm 9:30 am & 3:00 pm
3.	Collection of dust, garbage, rubbish etc. from all the rooms/cabins and disposing off the same at nearest dustbin provided by NOIDA Authority.	Once in a day	10:00 am
4.	Cleaning of open ground areas and road etc.	Once in a day	11:00 am
5.	Up keeping and cleaning of toilet floors, wall tiles, washbasins, WC pans, Urinal pans, all CP fittings etc. with vim/surf/cleanzo.	Twice in a day	9:00 am & 2:30 pm
6.	Up keeping and cleaning of toilet fittings such as washbasins, WC pans, Urinal pans with toilet bowl cleaner like Harpic or equivalent	Twice a day	9:00 am & 2:30 pm
7.	Up keeping and cleaning of Urinal lines and WC pans lines with diluted acid	Once in a week	
8.	Dusting and cleaning of office furniture such as tables, chairs, almirah, and filing cabinets office equipments with dry dusters and wet dusters wherever required so as to keep them dust free in all office sections.	Once in a day	9:30 am
9.	Up-keeping and cleaning of all wall panels, glass partitions, doors, windows etc of the building (inside & outside both) with approved quality cleaning liquids like Colin or equivalent etc. and removal of cobwebs	Twice in a week during working days & once on Saturday	4:00 pm during working days and Saturday
10.	Removal of cobwebs and cleaning of other miscellaneous items in all building.	Once in a week	Saturday

**Note: All items alone if required has to be done when directed by IWAI on need basis as and when required. The work should be completed within the time allotted.**

\* \* \*

## LIST OF ACCEPTABLE MATERIALS

**The following are the list of approved brands/ makes of material required under this tender.**

Sl.No.	Description of Item/Material	Approved Brands/makes
1.	Disinfectant (Phenyl)	Lizol, Doctor, Trishul, Cleanzo
2.	Liquid Soap	Dettol, Lifebuoy, Savlon
3.	Air-freshener	Odonil, Airwick, Wizard
4.	Toilet Bowl Cleaner	Harpic, Domex,
5.	Glass Cleaner	Colin, Nano clean, Cleanzo
6.	Naphthalene Balls	Trishul, Bengal Chemicals, Cleanzo
7.	Toilet Paper in attached toilets	Wintex, S.R.Foil, Beeta

\* \* \*

**PROFORMA FOR EXPERIENCE**

**DETAILS OF SIMILAR WORKS CARRIED OUT BY THE FIRM**

**(SEPARATE SHEETS TO BE ATTACHED)**

S. No	NAME OF ORGANISATION	NAME OF WORK	CONTRACT VALUE	NO. AND DATE OF PERFORMANCE CERTIFICATE

\* \* \*

**PROFORMA FOR AGREEMENT**

(TO BE SUBMITTED ON RS.100/- NON JUDICIAL STAMP PAPER)

CONTRACT AGREEMENT FOR THE WORK OF .....

Made this ..... Day of.....

Between..... M/s .....

Hereinafter called the “Contractor” (which terms shall unless excluded by or repugnant to the context include its successors and permitted assigns) of the one part; and Inland Waterways Authority of India, A- 13, Sector- 1 Noida- 201301 (U.P.) hereinafter called the “OWNER” (which terms shall unless excluded by or repugnant to the context include its successors and permitted assigns) of the other part.

**WHEREAS**

- a) OWNER being desirous of getting executed the WORK mentioned, enumerated or referred to in the Bid Document including Notice Inviting Tender, Instruction to Bidders, General Condition of Contract, Special Conditions of Contract, Specifications, Time Schedule, Letter of Acceptance of Bid and other documents, has invited Bids.
- b) CONTRACTOR has inspected SITE and surroundings of WORK specified in the Bid Documents and satisfied himself by careful examination before submitting his Bid as to the nature of the quantities, nature and magnitude of WORK, availability of equipment etc. necessary for the execution of WORK, the means of access to SITE, the position of supply of power and water thereto and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and things referred to, or implied in the Bid Document or having any connection therewith, and has considered the nature and extent of all probable and possible situation, delays, hindrances or interferences to or with the execution and completion of WORK, to be carried out under this CONTRACT, and has examined and considered all other matters condition and things and probably and possibly contingencies, and generally all matters incidental thereto and ancillary thereof effecting the execution and completion of WORK and which might have influenced him in making his Bid.
- c) The Invitation to Bid, instructions to Bidders, General Conditions of Contract, Description of Works and specifications, Plans, Time Schedule, Letter of Acceptance of Bid any and any other documents and enclosures, copies of which are hereto annexed are included in the expression “CONTRACT” :

**AND WHEREAS**

OWNER accepted the Bid of CONTRACTOR for the provision and the execution of WORK at the CONTRACT PRICE as indicated in the letter of award of work upon the terms and subject to the conditions of Contract.

Now this CONTRACT AGREEMENT witnesseth and it is hereby agreed and declared as follows:

1. In consideration of the payment to be made to CONTRACTOR for WORK to be executed by him, CONTRACTOR hereby covenants with OWNER that CONTRACTOR shall and will duly provide, execute and complete the work and things in CONTRACT, mentioned or described or which are to be implied therefrom



or may be reasonably necessary for completion or stipulations mentioned in CONTRACT.

- 2. In consideration of the due provision, execution and completion of WORK by the CONTRACTOR in accordance with the terms of the CONTRACT, the Owner does hereby agree with CONTRACTOR that OWNER will pay to Contractor the respective amount for the work actually done by him and approved by Owner as per Payment Terms accepted in CONTRACT and payable to CONTRACTOR under provision of Contract; such payment to be made at such time and such manner as provided for in the CONTRACT.

AND

- 3. In consideration of the due provision, execution and completion of WORK, CONTRACTOR does hereby agree to pay such sums as may be due to OWNER for the services rendered by Owner to Contractor as set forth in CONTRACT and such other sums as may become payable to Owner towards loss, damage to the OWNER's equipment, materials etc. and such payments to be made at such time and in such manner as in provided in the CONTRACT.

IN WITNESS WHEREOF Parties executed these presents on the day and the year above written.

Signed and Delivered for
and on behalf of
CONTRACTOR

.....
.....

Signed and Delivered for
and on behalf of
OWNER (IWAI)

.....
.....

Date: .....
Place: .....

Date: .....
Place: .....

In presence of Witness (Signature with Name & Address)

- 1. ....
.....
2. ....
.....

- 1. ....
.....
2. ....
.....

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**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY****To**

The Chairperson  
 Inland Waterways Authority of India  
 Ministry of Shipping, Govt. of India  
 A-13, Sector-1,  
 Noida(U.P.)  
 Pin- 201301

In consideration of the ..... (hereinafter called “**Employer**”) having to enter into an Agreement with M/s ..... (hereinafter called the “**Contractor**”) as a follow up to the Letter of Award no.....dated..... issued by the Employer for **Sweeping, Mopping & Cleaning works of IWAI office cum R & D complex at A-13, Sector -1, Noida** on production of Performance security in the form of Bank Guarantee for INR ..... (Indian Rupees.....only), at the request of ..... **Contractor**, We, (**Bank**) do hereby undertake to pay to the Employer an amount not exceeding INR..... (Indian Rupees-----only) against any default or failure on the part of Contractor to perform the contract in accordance with terms & conditions or any breach of the said Agreement.

1. We, (**Bank**) do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Employer stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Employer by reason of breach by the said **Contract** or any of the terms or conditions contained in the said time frame or by reason of the **Contractor’s** failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR..... (Indian Rupees.....only).
2. We, (**Bank**) undertake to pay the Employer any money so demanded notwithstanding any dispute or disputes raised by the **Contractor** in any suit or proceeding pending before any court or Tribunal relating thereto, liability under this present being absolute and unequivocal. The payment so made by us under this guarantee shall be valid discharge of our liability for payment there under and the **Contractor** shall have no claim against us for making such payment.

3. We, (**Bank**) further agree that the guarantee herein contained shall remain in full force and effect till completion of project work to the complete satisfaction of the Employer in terms of conditions of contract and Letter of Award and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Agreement have been fulfilled and its claim satisfied or till the scheduled date of completion of Works as per the Agreement. We(**Bank**) shall consider that the terms and conditions of the said Agreement have been fully and properly carried out by the said **Contractor** and accordingly discharge this Guarantee after 90 days from the date of completion of the said contract unless a demand or claim under this Guarantee is served by the Employer in writing on the bank but before the expiry of the said period in which case it shall be enforceable against the bank notwithstanding the fact that the same is enforced after the expiry of the said period or after the extended period as the case may be.
4. We (**Bank**) further agree with the Employer that the Employer shall have fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time or performance by the said **Contractor** from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said **Contractor** and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said **Contractor** or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said **Contractor** or by any such matter or thing whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.
5. It shall not be necessary for the Employer to proceed against the **Contractor** before proceeding against the Bank and the guarantee herein contained shall be enforceable against the bank notwithstanding any security which the Employer may have obtained or obtain from the **Contractor** at the time when proceedings are taken against the bank hereunder be outstanding or unrealized.
6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to INR .....(Indian Rupees..... only) and shall remain in force until ..... or otherwise until the extended date by the Employer. Unless a claim or suit under this guarantee is filed with us on or before or the extended date .....

ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED and the bank shall be relieved and discharged from all liabilities therein.

7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the **Contractor**.
  
8. We, (**Bank**) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Employer in writing.

Dated the ..... of ..... 20XX  
for .....  
(Indicate the name of bank)

Signature.....  
Name of the Officer .....  
(In Block Capitals)  
Designation  
Code No. ....  
Name of the bank and Branch.(SEAL)

\* \* \*



Sweeping, Mopping & Cleaning works of IWA office cum R & D complex at A-13, Sector-1  
Noida.

TENDER NO. : IWA/GA/10/2005 (Tr)

**PART – II**

**PRICE BID**

## Bill of Quantities

**Name of work: - Sweeping, Mopping & Cleaning works of IWAI office cum R & D complex at A-13, Sector -1, Noida.**

Item no.	Description of item	Qty.	Unit	Rate	Amount In Rs.
1.	<p>Sweeping, Mopping and Cleaning of wooden tile/Mosaic-tile/Granamite Tile / Ceramic tile /Marble floors and other floors in office space first with brooms and then mopped with dipped in approved quality disinfectant (Phenyl) etc. including collection of dust, garbage, rubbish etc. from all the rooms/cabins and disposing off the same at nearest dustbin provided by NOIDA Authority. Up-keeping and cleaning of common areas such as internal passages/lobbies, Reception lobby, corridors, elevator lobby, Stair-cases and main Reception area etc. Up-keeping and cleaning of all wall panels, glass partitions, doors, windows etc. of the building (inside &amp; outside both) with approved quality cleaning liquids like Colin or equivalent etc. Cleaning of open ground areas and road etc.</p> <p>Up keeping and cleaning of toilet floors, wall tiles, washbasins, WC pans, Urinal pans, all CP fittings etc. with vim/surf/cleanzo. Providing of liquid soap, Air-freshner like Odonil or equivalent, naphthalene balls, toilet paper rolls in sufficient quantity at all times. Up keeping and cleaning of toilet fittings such as washbasins, WC pans, Urinal pans with toilet bowl cleaner like Harpic or equivalent of approved quality at least once a day and also as and when required. Up keeping and cleaning of Urinal lines and WC pans lines with diluted acid of approved quality once a week and also as and when required.</p> <p><b>Dusting and cleaning of office furniture such as tables, chairs, almirah, and filing cabinets office equipments with dry dusters and wet dusters wherever required so as to keep them dust free. [As per detail of work and area of IWAI. Office (Annexure-A) &amp; As per Duration of work and Daily Completion Time (Annexure-B)].</b></p> <p><b>The contractor should ensure that the work is supervised daily and reported to officer in-charge in the prescribed format issue by IWAI.</b></p>				

	<p><b>The office remains closed on Saturday &amp; Sunday, however the weekly cleaning as indicated in Annexure-B to be done along with removal of cobwebs and miscellaneous items on Saturdays also.</b></p> <p><b>Including cost of all equipments like ladders, floor cleaning machine, vacuum cleaner, long handle brooms/wipers &amp; wooden flooring cleaning machine etc. and others equipments which are to be required for cleaning of glass curtain walls, windows, doors, different types of floor and other office furniture's, fixtures &amp; equipments etc.</b></p>				
a)	Providing housekeeping supervisor for supervision of above mentioned works as directed by Officer-in-Charge. {Wages per month (Including all Statuary compliance & Taxes) as Per Noida (Area A) notified by Government}	1	No. (Per month)	(Rate is not required)	-----
b)	Providing housekeepers (Sweepers) for above mentioned works as directed by Officer-in-Charge. {Wages per month (Including all Statuary compliance & Taxes) as Per Noida (Area A) notified by Government}	7	Nos. (Per month)	(Rate is not required)	-----
c)	Providing and placing housekeeping material for above mentioned works as directed by Officer-in-Charge.	1	Job (Per Month)		
	<b>Service Charge @      %</b>				
	<b>GST @      %</b>				

**Amount in words:**

Note:

1. GST and Service charge shall be indicated clearly as mentioned above.
2. The rates quoted at (a) above should include all the other taxes and statutory charges payable by the contractor like ESIC & EPF etc. complete.

**\* \* \***