



TENDER DOCUMENT

FOR

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

TENDER NO. : IWAI/GA/10/2005 (Part – I)

INLAND WATERWAYS AUTHORITY OF INDIA

(MINISTRY OF SHIPPING, GOVT. OF INDIA)

A - 13, SECTOR - 1

NOIDA - 201301 (U.P.)

Phone : 0120-2544036, 2521724, Fax : 0120- 2521764,

Website : www.iwai.nic.in , <http://eprocure.gov.in/eprocure/app>; E-mail : secy.iwai@nic.in



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 (Part – I)

Online tenders are invited by the Secretary IWAI in two cover system from the eligible contractors as per details given below :-

1	Name of work	Sweeping, Mopping & Cleaning of IWAI office cum R & D complex at A-13, Sector-1, Noida.
2	Downloading of tenders	17.07.2015
3	Last date of submission of tender	27.07.2015 at 3.00 pm
4	Earnest Money Deposit:	37,700/-
5	Tender opening date & time	27.07.2015 at 3.30 pm
6	Cost of tender document:	500/-

- (i) The tender document can be downloaded from the IWAI website “www.iwai.nic.in” and CPP Portal Website <http://eprocure.gov.in/epublish/app>.
- (ii) The cost of tender documents / EMD as mentioned above should be submitted in the form of Demand Draft made in favour of “IWAI FUND” payable at New Delhi/ Noida of any Nationalized/ Schedule bank along with bids.
- (iii) A signed declaration stating that no alteration has been made in any form in the downloaded tender document is to be enclosed with the tender by the bidder.
- (iv) Tenderer/Contractor are advised to follow the instructions provided in the **Instructions to the Contractors/Tender for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.**

ELIGIBILITY CRITERIA:-

- (v) Satisfactory completion of at least three similar works each of value not less than 9.41 lakh or two similar works each of value not less than 11.29 lakh or one work of value not less than 15.05 lakh in last 7 years (year ending April, 2015)
- (vi) The firm shall have valid registration with Service Tax, EPF and ESIC and having PAN card.
- (vii) 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 these works.
- (viii) The firm shall be working in the field for the past 3 years at least consistently.

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 9.41 lacs per order)	Total points on work done completion certificates submitted. *9.41 to 11.29 lacs-2 points for each work *11.30 to 15.04 lacs-3 points for each work * More than 15.05 lacs-6 points for each work Minimum eligibility points - 6	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)	Essential		2
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.	Office shall be located within the NCR	NCR	Noida Delhi Others	5 4 3
6.	ISO certification	9000-2001	Desired	4

Top 5 scorers would be identified on the basis of marks scored and their financial bid would be opened provided they meet the minimum qualifying criteria under each technical parameter.

Sd/-
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 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.

4. A sum or Rs.....(Rupees)
is hereby forwarded in the form of Demand Draft no..... dated issued by
..... (name & branch of bank)
payable at 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 Earnest Money Deposit of Rs. 37,700/- (Demand Draft in favour of 'IWAI Fund' payable at Noida).
 - c) Scanned copy of tender cost of Rs. 500/- (Demand Draft in favour of 'IWAI Fund' payable at Noida).
 - 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, Service Tax 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. Bidder should submit the Tender Fee/EMD as specified in the tender. The original payment instruments should be posted/couriered/given in person to the Tender Inviting Authority within the due date as mentioned in this tender document. Scanned copy of the instrument should be uploaded as part of the offer, if asked for.
5. The details of the DD/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 online opened 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 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, security deposit as per the clause of Security 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 Security deposit.
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 eprocurement/etender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrolment 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 email_id. All the correspondence shall be made directly with the contractors/bidders through email_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/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, 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 favourites' 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.
- 16) Bidder should submit the TFee/ EMD as specified in the tender. The original payment instruments should be posted/couriered/given in person to the Tender Inviting Authority within the due date as mentioned in this tender document. Scanned copy of the instrument should be uploaded as part of the offer, if asked for.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the TFEE/ EMD as applicable and enter details of the instruments.
- 19) The details of the DD/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.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority(TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The bidder should ensure/see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is likely/liable to be rejected.
- 26) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

- 27) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 28) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 29) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 30) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 31) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 32) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is - 7878007972 ,7878007973 and IWAI - 0120-2521724.

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 either 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 Chairman, Inland Waterways Authority of India and his successors or duly authorized representative.
 - (iv) The 'Officer-in-charge' means the officer 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 no. A-13, Sector – 1, Noida 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.

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.

- **At any point of time during office hours at least two persons of the contractor should be available in the office.**
- **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 01.08.2015 to 31.07.2017(on satisfactory performance extensions after 1 year will be given) and reported to Officer in-Charge.**

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 01.08.2015 to 31.07.2017 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.

2.0 Site:

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

3.0 Earnest Money Deposit (EMD):

- 3.1 All the tenderers have to submit Rs. 37,700/-- as EMD, in the form of Draft favoring “IWAI Fund” drawn at Noida/Delhi
- 3.2 Tender offers not accompanied by the EMD shall be rejected.
- 3.3 The EMD of the unsuccessful bidders shall be refund to them after the successful completion of the tender proceedings & no interest thereon shall be paid to the bidders.

4.0 Performance Guarantee: The successful tenderer/bidder shall be required to deposit an amount equal to 5% of value of the tender price as performance guarantee in the form of either demand draft in favour of IWAI Fund payable at Noida / Delhi issued by any nationalized/schedule bank 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 31.07.2017. This bank guarantee shall be extended and kept valid till the final completion period.

5.0 Rates:

5.1 The rates to be quoted for one month and has to be valid for two years (from 01.08.2015 to 31.07.2017) with 10% increase in the rate for the second year, after satisfactory completion of work of first year.

- 5.2 The rates quoted by the bidder, shall be firm and inclusive of all taxes (including works contract taxes & excluding service tax), duties and levies, octroi and all charges for insurance etc. Service tax will be reimbursed on submission of proof of payment of service tax to service tax department.
- 5.3 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. The contractor should ensure that the quoted rates for the one year period should be at any point give enable him to discharge his responsibility as per Minimum Wages Act.

6.0 Payment

- 6.1 The payment will be made only for the quantity actually executed and certified on monthly basis.
- 6.2 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.
- 6.3 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.
- 6.4 The employees should be paid by the firm / contractor on or before 7th of every month by the firm.
- 6.5 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.
- 6.6 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.

7.0 Validity

- 7.1 Bid shall be valid for acceptance for a period of 90 days from the date of opening of price bid.
- 7.2 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.

8.0 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.

9.0 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.

10.0 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.

11.0 Payment of wages

The contractor shall pay the labour employed by him either directly or through sub-contractors, wages not less than fair wages as prescribed by the Govt. of India from time to time. Contractor shall employ labour as per the provisions of the contract labour Regulation & Abolition Act, 1970 and the Contract Labour Regulation & Abolition Central Rules, 1971 wherever applicable.

Details of Work and Area of IWAI office

S.N	DESCRIPTION OF WORKS	QUANTITY
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.	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.	
4.	Cleaning of open ground areas and road etc.	2000 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	4 nos.
b)	Attached toilets	4 nos.
c)	Pantries	2 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 in all office sections.	9 sections
7.	Removal of cobwebs and cleaning of other miscellaneous items in all building.	From Basement to First 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 Contactor 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)

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.....
.....

Date:
Place:

Date:
Place:

In presence of Witness (Signature with Name & Address)

- 1.
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2.
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- 1.
.....
2.
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Sweeping, Mopping & Cleaning of IWAI office cum R & D complex at A-13, Sector-1 Noida.

TENDER NO. : IWAI/GA/10/2005 (Part – I)

PART – II
PRICE BID

Bill of Quantities

Name of work: - Sweeping, Mopping & Cleaning of IWAI office cum R & D complex at Noida.

Item no.	Description of item	Qty.	Unit	Rate	Amount In Rs.
1.	<p>Sweeping, Mopping and Cleaning of all type of 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 all types of common areas and all wall panels, glass partitions, doors, windows etc. of the building (inside & 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 and sanitary fittings, 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 china ware fittings 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 all pipe with diluted acid of approved quality once a week and also as and when required.</p> <p>Dusting and cleaning of office furniture 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) & As per Duration of work and Daily Completion Time (Annexure-B)].</p> <p>At any point of time during office hours two persons of the contractor should be available in the office. 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 also.</p>				
a)	<p>Total monthly charge for all items of work to be executed along with materials as indicated in Annexure – A & B. This should include all statutory & other taxes and legal charges and excluding service tax.(Service tax will be reimbursed on submission of proof of payment of service tax) {The rates will be quoted for one month and valid for next two years (from 01.08.2015 to 31.07.2017) with 10 % increase in the rate for the second year, after satisfactory completion of work of first year }.</p>	1	Job Per month		
	Service Tax				
	Total				

Amount in words: