

**CENTRAL SILK BOARD
GOVT. OF INDIA, MINISTRY OF TEXTILES,
BANGALORE**

No.:CSB/52/HK(Hostel)2015-16.MC.

Date: 11.05.2017

To

By Speed Post

Sir,

Sub: Inviting quotations for Day-to-day. Cleaning /Sweeping of CSB/
CSTRI Hostel Building at Dollar Scheme, BTM Lay-out, Madiwala,
Bangalore – Regarding.

With reference to the subject cited above, I am to inform that the Central Silk Board, Bangalore invites competitive quotations from the eligible reputed contractors/ agencies for entrusting the House Keeping work of Cleaning/ sweeping etc of CSB/CSTRI Hostel consisting of 48 Rooms with attached Toilets, 02 Training Halls, Kitchen, Dining Hall, Pump Station, Passages etc at Dollar Scheme, BTM Lay-out, Madiwala, Bangalore under Comprehensive Annual Contract for the period of **TWO years** on outsourcing basis by deploying sufficient manpower as per the schedule enclosed herewith at Annexure-‘A’ . It is therefore requested to submit your lowest quote as per the following terms and conditions:-

1. The last date for submission of the sealed quotation is **on 06.06.2017 at 02.30 P.M.** and the same shall be opened on the same day at **03.00 PM** in the presence of Bidders or their authorized representatives who may choose to be present at the time of opening.

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2. The Quotations should be submitted to the **MEMBER-SECRETARY, CENTRAL SILK BOARD, BTM LAY-OUT, MADIWALA, BANGALORE-560 068**. The Quotation should be super-scribed with enquiry letter No. and date. The quotation received without super-scribing the above and not received within the due date will be summarily rejected.
3. The services should be commenced by the Agency/Contractor within Seven days of award of the Contract. The services should be rendered as per the schedule under the directions of the Asst. Executive Engineer, Central Silk Board, Bangalore. Payment will be made only after satisfactory completion of House-keeping work on monthly basis.
4. The quotation of the Contractor/Agency should be valid for a minimum period of **180 days** from the date of opening of the Quotation and should contain break-up details of rate quoted with applicable taxes, if any.
5. No Tools, materials & advance payment will be provided by this office. However electric power supply and water will be provided at free of cost for the assigned work.
6. The Member-Secretary, Central Silk Board, Bangalore reserves the right to accept any quotation or reject all the quotations. However, the bidder is at liberty to seek clarification in respect of bidding condition, bidding process and/or reason for rejection of the bid. All the disputes arising during the agreement period due to whatever reasons / means shall be mutually settled. In case, disputes are not resolved by mutual dialogues, the same shall be referred to the sole arbitration and sole arbitrator will be appointed by the Member-Secretary.

7. The decision of the Arbitrator shall be final and binding on both the parties. The venue of the arbitration will be at Bangalore. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the said arbitration.

8. The Contractor/Agency,
 1. should have been in existence for not less than three years.
 2. should possess valid registration & copy of the certificate of registration shall be attached to the bid.
 3. should have PAN number, Sales Tax, VAT, GST & Service Tax registration – and the proof in this regard should be attached to the bid.
 4. should produce also Service Tax Clearance & Income tax clearance certificate along with the quotation.
 5. should not have been black listed by any Govt. Organisation.
 6. should be willing to take up the Contract on the terms & conditions stipulated by CSB.
 7. Experience in the field for at least three years shall be there for which necessary documents to be enclosed.

9. The Contractor/Agency must enclose copy of Income Tax clearance Certificate (**ITCC**) for the last **THREE** years, valid license, Valid registration certificate. and Service tax clearance certificate along-with the quotation.

10. Earnest money Deposit **E.M.D** amounting to **2%** of the quoted value should be enclosed along-with the quotation in the form of Demand Draft or Pay Order drawn on any nationalized bank issued in favor of the Member Secretary, CSB, Bangalore, and payable at Bangalore . Quotations not accompanied with requisite **EMD** will be rejected summarily. No interest shall be paid on the EMD amount. In case, the Contractor/Agency withdraws or modifies bid during the period of Quotation validity or in the case of a successful Quoter, if he/they fails within the specified time limit to sign the contract agreement, the EMD will be forfeited.
11. The Contractor/Agency shall provide and employ person(s) on the site in connection with the execution of the works and should specify number of persons/employees to be deployed such as skilled, semi-skilled and unskilled labour as is necessary for the proper and timely execution of the house-keeping work. No child laborers shall be employed in any case.
12. The Contractor/Agency shall extend all the statutory benefits under the ESI, EPF Act, Minimum Wages Act (as prescribed by Central/State Govt. whichever is higher), Workmen Compensation Act etc. to the employees engaged by him/ them in the CSB Buildings as applicable. Such employees are the employees of the Contractor/Agency.
13. The Contractor/Agency shall be responsible to issue approved uniforms and photo ID cards to the Employees deployed by them for rendering House-keeping service apart from appliances, if any as prescribed under various statutes.

14. The Contractor/Agency is responsible for keeping the premises neat & tidy and clean at all the times and bear all the expenses towards the cost of manpower, cleaning materials like phenyl, naphthalene balls, mopping stick, broom sticks, toilet cleaning brushes, chemicals, vacuum cleaner, ladder etc. and to bear the labour charges whatsoever **including removal of blockade as & when occurred in the toilets, wash basins, Western commodes, sanitary / sewerage chambers, sanitary pipe lines / junctions etc in the CSB/CSTRI Hostel.**
15. The employee of the Contractor/Agency shall adhere to the rules and regulations as enforced upon by the security of this office with regard to their movement. They shall not disturb the employees of this office or make any sort of noise or nuisance in the premises and be disciplined.
16. The employees so deployed shall be polite, courteous, well behaved and honest. Any Employee of the Agency/Contractor whose work and conduct found un-satisfactory by this office should be replaced by the Contractor/Agency immediately on notice.
17. Either party can terminate this contract by giving **THREE MONTH'S** written notice to other without assigning any reason and without payment of any compensation thereof.
18. Without pre-judicious to the clause 17 above, the CSB reserves right to terminate this contract forthwith without assigning any reason for the serious acts & omissions in the services of the Contractor/Agency.

19. All kinds of duties, taxes, service tax as applicable and any other govt. levies payable by the contractor under the contract or for any other cause shall be specified and included in the rate. Subsequent claims for any tax/duties etc will not be entertained unless there is a change in the Central/State Govt. announcements by way of Notifications issued from time to time.
20. The annual Turn-over amount of the agency may be specified in the tender document.
21. The Member-Secretary, CSB, Bangalore or any other officer authorized by him/her reserves the right to accept or reject any or all the bids without assigning any reasons thereof.
22. The Contractor is under obligation to indemnify the CSB for any losses/damage caused while executing the work and for non-compliance of any statutory requirements.
23. The cleaning of the Rooms & Toilets, Corridors, Dining Hall and Training Hall & Kitchen shall be attended every day. All the common areas i.e. Corridors, Stair-cases, common Toilet, Reception, Dining Hall & Training Halls shall be cleaned thrice a day. The contractor/Agency, whose Quotation is accepted, will be required to furnish by way of **Security Deposit as guarantee in the form of Demand Draft or Pay Order drawn in favor of the Member-Secretary, CSB, Bangalore by any nationalized bank** for the due fulfillment of his contract, equivalent to **10%** of the total quoted value of the work per annum and execute an agreement covering the above clauses in the non-judicial stamp paper. The cost of the stamp paper shall be borne by the Contractor/Agency.

Yours faithfully,

Sd/-

(G.RAVICHANDRAN)
JOINT DIRECTOR (A&A)

Encl: As above.

CENTRAL SILK BOARD-BANGALORE-560068

SCHEDULE

ANNEXTURE-'A'

QUOTATION FOR PROVIDING DAY-TO-DAY HOUSE KEEPING SERVICE IN THE CSB/CSTRI
HOSTEL, MADIWALA, B'LORE UNDER CAMC FOR TWO YEARS

#	ITEM OF THE WORK	QUANTITY	AMOUNT IN RS
I.	<p>1. Washing, Cleaning & Mopping of all the 48 Rooms with attached toilets, Corridors, Stair-cases, common Toilet, Reception, Dining Hall, Kitchen & Training Halls (2 Nos.) including including wash basins, IWC pans, EWCs etc hand rails, window chowkuts, glass panes, walls ceiling, ducts of electrical cables, aluminum door shutters, partitions, electrical rooms etc. in the four storied CSB/CSTRI Trainees Hostel minimum twice a day by using appropriate brushes, disinfectants, liquids, detergents, harpic liquid, vim cleaning powder etc followed by washing with scented phenol mixed with water and providing, naphthalene balls in urinals, wash basins, etc. complete in all respects as per the directions of Hostel in-charge.</p> <p>2. Removal of blockade as & when occurred in the Toilets. Wash Basins, Western Commodes, Sanitary / Sewerage Chambers, Sanitary pipe lines /Junctions etc and periodical desilting & maintenance of Storm Water Drains in the CSB/CSTRI Hostel by using appropriate tools, materials etc as per the directions of Hostel In-charge.</p> <p>3. Brooming, cleaning & sweeping of ground floor surroundings of the entire building including garden area, Portico, Pump Station etc.</p> <p>4. Disposal of Garbage generated in the entire Hostel premises on day-to-day basis by segregating the garbage by adhering BBMP norms to the outskirts of Bangalore / near by BBMP Garbage yard.</p> <p>(The rates quoted should be inclusive of all materials transportation and all kinds of labour and all types of cleaning tools / equipments)</p>	ONE JOB	
II.	Taxes, if any with percentage.		
	GRAND TOTAL		

Rupees in words

SIGNATURE OF THE BIDDER WITH SEAL/ADDRESS & DATE