

**CENTRAL SILK BOARD
GOVT. OF INDIA, MINISTRY OF TEXTILES,
BANGALORE-560 068**

No.:CSB/51/HK(Toilet)/ Office & GH/2013-14.M.C

Date: 01.01.2018

To

BY SPEED POST

Sir,

Sub: Inviting quotations for attending Misc. cleaning work & cleaning of Toilets, of CSB Office Complex and Pilot Plants, Madiwala, & Guest Houses at Basavanagudi, Bangalore - Regarding.

With reference to the subject cited above, I am to inform that the Central Silk Board, Bangalore intends to invite competitive quotations from the eligible reputed contractors/ agencies for entrusting House Keeping work of Misc. cleaning and cleaning & sweeping of Toilets etc of CSB Office Complex, CSTRI Pilot Plants, Madiwala and CSB Guest House at Basavanagudi, Bangalore (List of Toilets to be cleaned are enclosed herewith for reference) for the period of **TWO** years on out-sourcing basis under AMC. It is therefore requested to submit your lowest quote in the enclosed Schedule, as per the following terms and conditions:-

1. The last date for submission of the sealed quotation is on **24.01.2018** at **01.00 PM** and the same shall be opened on the same day at **03.30 PM** in the presence of Bidders or their authorized representatives who may choose to be present at the time of opening.
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 commence by the Agency/Contractor within Ten days of award of Contract. The services should be rendered as per the schedule under the directions of the Maintenance Cell, Central Silk Board, Bangalore. Payment will be made only after satisfactory completion of House-keeping work of previous month on monthly payment basis.
4. The rates quoted by 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 by what-so-ever 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. 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 arbitration.
7. The Contractor/Agency is advised to visit and inspect the locations/place/Site of the work and its surroundings and obtain for himself and on his own responsibility all information that may be necessary for preparing the bid/quote and entering into a contract.
8. **The Contractor/Agency,**
 1. **should have been in existence for not less than Three years;**
 2. **should possess valid registration & certificate of registration for carrying-out the cleaning/sweeping work**

from BBMP/BWSSB or from the State/Central Govt. authorities concerned shall be attached to the bid.

3. should have PAN number & Service Tax registration from the Commissioner of Service Tax, Bangalore - proof in this regard should be attached to the bid.
 4. should produce also Service Tax Clearance along-with the quotation.
 5. should not have been black listed by any Govt. Organization.
 6. should be willing to take up the Contract on the terms & conditions stipulated by CSB.
9. Earnest money Deposit (E.M.D) amounting 2% of the quoted value per annum should be enclosed along-with 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. .The Contractor/Agency withdraws or modifies bid during the period of Quotation validity or in the case of a successful Bidder, if he/she /they fails to sign the contract agreement within the specified time limit, the EMD will be forfeited.
10. The Contractor/Agency shall deploy the minimum strength of EIGHT Laborers on the site in connection with the execution of

- the works as is necessary for the proper and timely execution of the house-keeping work. No child laborer shall be employed.
11. 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.
 12. 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.
 13. 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, stool etc. and labour charges.
 14. 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.

15. The Employee so deployed shall be polite, courteous & well behaved & 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.

16. 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.

17. Without pre-judicious to clause 16 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.

18. The **FIRST** cleaning of the Toilets, Misc. locations & Lift Cars shall be over by 09.00 AM AND **SECOND** cleaning of Toilets, Misc. locations & Lift Cars, shall be over by 03.00 PM. All the Toilets shall be cleaned minimum twice a day.

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 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 Contractor/Agency should submit copy of the relevant documents in respect of their annual turn over from the House-keeping service contract not less than the value of Rs.10,000,00/= (Ten Lakhs Only) per annum along-with the quotation. Failing which, their quotation shall be rejected summarily.

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 contractor/Agency, whose Quotation is accepted, will be required to furnish by way of **Security Deposit** 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 stamp paper shall be borne by the Contractor/Agency.

Encl: Schedule of House-
Keeping work & List of
Toilets to be cleaned.

(G.RAVICHANDRAN)
JOINT DIRECTOR (Admn.)

CENTRAL SILK BOARD**BANGALORE-68**

Details of Toilets & Misc. premises to be cleaned at CSB Office Complex,
CSTRI Pilot Plants (2 Nos.) & CSB Rest House, Madiwala, Bangalore:-

Floor / Others	Location/ Chamber/ Section	Gents Toilet	Ladies Toilet	Common Toilet	Attached Toilet	Sweeping & Cleaning
Ground Floor		1				
	P3D			1		
	Bank			1		
	Canteen	1	1			
	ISC	1	1			
	Drivers Room/Sub Station, Security Rooms, Lift Cars & Pump House.					5
1st Floor		2	1			
	Publicity				1	
	Hindi Officer				1	
	Director-CSTRI				1	
	Sci. D, SMOI				1	
	Sci.D, ISC				1	
2nd Floor		2	2			
3rd Floor		2	2			
	Director (Fin)				1	
	AEE				1	
4th Floor		2	2			
	Director-NSSO				1	
5th Floor		2	1			
	Member Secretary/JD(A)				2	
6th Floor		1	1			
	Chairman				1	
	Director (Tech)				1	
	DS (Tech)				1	
	Board Room			1		
Pilot Plant		2	2			
Auditorium		1	1			
Power House				1		
Security Room						2
Old Guest House, Basavanagudi					3	
VIP Guest House, Basavanagudi					4	
Transit Guest House, Basavanagudi					2	
Common Toilet, Basavanagudi				1		
Total No. of Toilets/Premises		17	14	05	22	07

CENTRAL SILK BOARD

BANGALORE-68

SCHEDULE

Name of the work : Misc. Cleaning, Day-to day Cleaning of toilets of CSB Complex, Pilot Plants (2 Nos.), Madiwala & CSB Guest Houses, Basavanagudi, Bangalore

(The rates quoted should be inclusive of labour charges, sanitary materials, transportation charges and applicable taxes)

Sl.No.	Particulars	Unit	Rate	Amount in Rs.
01	HOUSE-KEEPING WORK - INCLUDES Washing & Cleaning of all Toilets (List of Toilets/Misc. premises to be cleaned is enclosed herewith) including cleaning of floors, wash basins, urinal basins, wall tiles, floor tiles etc and removing of cob-webs from the ceiling two times a day (except. Sundays and closed Central Government holidays) by using appropriate brushes, disinfectants, liquids, detergents, acids followed by washing with scented phenyl mixed with water and providing urinal cakes urinals naphthalene balls in wash basin etc complete in all respects as per the directions of Maintenance Cell in the 7 storied CSB office complex, two numbers of pilot plants, CSB Canteen & CSB Auditorium, Madiwala and CSB Guest Houses, Basavanagudi, Bangalore: Removal of dead rats, insects, Bandicoots etc., from inside/out-side CSB Office premises immediately as and when required by this office with-out any additional charges; Cleaning of Misc. Premises like Security room, Drivers Room, Lift Cars, pump house & Electrical Sub Station etc. of CSB Complex, Madiwala, Bangalore.	One Job	Lump Sum Rate for one year	
02	Taxes, if any shall be quoted with percentage.			
Grand Total				

(Rupees:
Bangalore
Date :

Signature of the Contractor with Seal