

## **ASSAM PUBLIC SERVICE COMMISSION**

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No. 6PSC/Sty-6/2013- 2014(Vol.-I),

Dated Guwahati, the 7<sup>th</sup> August/2020

### **NOTICE INVITING QUOTATION** **(TECHNICAL PART & FINANCIAL PART)**

Sealed quotations in two bid system affixing court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from experienced firms/parties/Private Ltd. agencies for providing cleaning and maintenance services for the office building & compound, drains, pathways and passages of Assam Public Service Commission (APSC) located at Jawaharnagar, Khanapara, Guwahati-22 as indicated herein below.

Sealed quotations must be delivered to the Secretary, Assam Public Service Commission, Jawaharnagar, Khanapara, Guwahati-22 on or before 2.00 P.M. on **28-08-2020** and the technical part will be opened on the same day at 4.00 P.M. in the presence of the quotationers/tenderers or their authorized persons, who wish to attend. The date of opening of the financial bids will be communicated to the tenderers later on.

Firms who qualify for the financial bids will also have to make a presentation on how they intend to execute the work.

The Secretary of the Commission reserves the right to accept or reject any or all quotations without assigning any reasons thereof. Assam Public Service Commission neither binds itself to accept the lowest rate of quotations nor does it undertake to assign reasons for the decision taken.

**A. Technical part (bid) :- Must be accompanied by the following.**

1. Attested copy of up-to-date registration certificate/Authorization certificate.
2. GST registration certificate and up-to-date GST clearance certificate.
3. Attested copy of up-to-date Service Tax clearance certificate.
4. Copy of PAN- Card.
5. Work experience certificate of work of similar nature alongwith work order for last 5(five) years.
6. Balance sheet for last 3 years.
7. Valid license for labour.
8. List of Major client for similar activities, specifically Assam Govt.
9. Term and conditions of quotationer.
10. Detail bio-data of the man-power (should be IHM trained or equivalent) individually with their consent letter. (Name, Age, Qualification, Experience, Medical fitness certificate, Photograph etc.).
11. ISO certificate.

**B. Financial part :- Rate of Man power (Including all taxes & other expenses).**

1. House keeping section.
2. Supervisor level.

For details of tender, may log on to [www.apsc.nic.in](http://www.apsc.nic.in)

  
Secretary,

Assam Public Service Commission,  
Jawaharnagar, Khanapara, Guwahati-22.

**Terms and conditions:**

1. The tenderers are advised to inspect the office of the APSC.(Three Blocks with 4 storied building including ground floor and surrounding office campus) and familiarize themselves with the layout, room sizes, manner of management etc. before submitting the tenders. The tenderers shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender. He or she shall be deemed to have full knowledge of the site and work, whether he/she inspects it or not.
2. Submission of a tender by a tenderer implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools, local conditions and other factors have a bearing on the execution of the works.
3. The rates for the cleaning and maintenance of the Three Blocks of APSC Office building, should be quoted both in words and in figures.
4. The rates quoted should be inclusive of all taxes.
5. The tender should be accompanied by a banker's cheque/demand draft for Rs. 20,000/- (Rupees twenty thousand ) only in favour of "Secretary, Assam Public Service Commission, Khanapara, Guwahati" as earnest money. ***It should be attached with the technical bid, failing which the tender will be rejected.*** No interest would be payable by the Assam Public Service Commission on the earnest money deposited, which will be refunded to the unsuccessful tenderers after awarding of the service contract to the successful tenderer.
6. Both the technical and financial bids have to be submitted in separate sealed envelopes, which should be super scribed "Technical Bid" and "Financial Bid" as the case may be and these have to be submitted together in one sealed envelope.
7. The tenderer should clearly indicate the number of workers/supervisors etc to be engaged for the works category-wise.
8. The period of execution of the work will be 1 (one) year from the date of issue of work order, which can be extended upto a maximum of 2 (two) years, subject to prevailing the same rates and terms & conditions.
9. The tenderer shall have to sign each and every page of the tender document (technical and financial bids). In case all pages are not signed, the tender may not even be considered for evaluation.
10. The Secretary, Assam Public Service Commission, Khanapara, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. The Assam Public Service Commission, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

**General instructions to bidders :**

- \* The contractor will have to follow all rules as may be framed by the Assam Public Service Commission from time to time regarding movement of materials and equipments to and from the campus, issue of identity cards, control in entry of personnel and all such matters.
- \* The contractor will have to ensure that he/she and the personnel deployed by him/her abide by all security measures imposed by the competent authority from time to time.
- \* The contractor shall have no tenancy right on the space if provided. The spaces provided have to be vacated immediately on expiry of termination of the contract.

- \* Assam Public Service Commission is not bound to provide residential accommodation to the labourers of the contractor.
- \* The labourers engaged by the contractor shall not have any right/claim on the various facilities enjoyed by Assam Public Service Commission's staff. All the labourers employed by the contractor should be well-mannered and in proper uniform. The cost of uniform has to be borne by the contractor.
- \* All the labourers employed by the contractor shall be above 18 years of age and medically fit to work.
- \* Any changes regarding labourers etc. should be informed in writing to Assam Public Service Commission's office immediately.
- \* The contractor shall issue proper identity card to its labourers and furnish the full postal addresses of the persons engaged at Assam Public Service Commission.
- \* The Assam Public Service Commission authority reserves the right to reject the entry of any labourers employed by the contractor into the office campus.
- \* In case of any lapses on the part of the labourers of the contractor, the contractor should take proper action against such labourer and the Assam Public Service Commission reserves the right to realize penalty or fines from the contractor.
- \* In case of any damage of any moveable and immovable properties of the Assam Public Service Commission by any labourers or anybody associated or related to them, the entire cost of such damages shall be recovered from the contractor by deducting it from the contractual money.

**Rates :**

- \* The contractor will quote the schedule of rate of the financial bid for the monthly fixed maintenance charge for providing cleaning and maintenance services for the building of the Assam Public Service Commission.
- \* Rates should be quoted inclusive of all taxes, The rates accepted both by the Assam Public Service Commission and contractor shall be all inclusive of complete items, including sale tax, excise duty and any other taxes and duties or other levies by any Government or anybody. These rates shall be valid for the contract period and shall not be subject to any variations due to increase in material price or labour charges or any other conditions whatsoever.
- \* Assam Public Service Commission will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order subject to satisfactory performance of the contractor.

**Terms of payment :**

- \* The contractor will submit the bills every month to the office of the Assam Public Service Commission, in triplicate.
- \* The following registers will have to be maintained by the contractor:
  - (a) attendance register
  - (b) supply/use of cleaning materials/agents.
- \* These registers will have to be signed by the contractor, who will place them before the Under Secretary (Nazarat) of Assam Public Service Commission every day. If this is not done regularly monthly bills/payments will not be released.

**Termination of contract :**

- \* If the contractor shows lack of sincerity or negligence to the work or his performance is unsatisfactory in the opinion of the competent authority, the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract by giving one month's notice.
- \* In case the tenderer/contractor desires an earlier termination of the contract, he/she shall have to give three months advance notice to the Secretary, Assam Public Service Commission. In case the contractor withdraws from his/her work without giving the three months notice, his/her security deposit would be forfeited.

**Safety rules :**

- \* The contractor shall carry out the work in accordance with the statutory requirements of safety regulations and other rules/Acts as may be applicable.
- \* The contractor shall be responsible for the safety of each labourer and should follow the rules and regulations prescribed by the Government for the purpose.
- \* The contractor or his representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.
- \* The contractor or his representative will report any accident to the competent authority i.e. the Secretary, A.P.S.C. The cause of all minor or major accidents that occurs in their job shall be reported and immediate remedial measures shall be taken to prevent reoccurrence of such accidents. This responsibility lies solely on the contractor.
- \* Any person found under the influence of alcohol or any intoxicating drugs on duty is unfit for duty and should not be allowed to work. His work permit should be withdrawn and he should be expelled from the work premises forthwith.

**Labour laws:**

- \* The contractor shall abide by the provisions of various labour laws as may be applicable from time to time.

**Specification of work :**

1. Cleaning and maintenance of the office of the Assam Public Service Commission's building, including the roofs and glass panels on the outside.
2. The cleaning works should be started from 7.10 a.m. and should be completed by 9.15 a.m. everyday without fail. In addition, the cleaning of toilets in the office building on all the floors should be repeated at 12 noon and 3.00 p.m. daily in order to maintain the cleanliness of the toilets throughout the day.
3. The workers are to be present in office till the end of working hours.
4. The cleaning works, may also be required on public holidays if there are any in – house training course or other conference / meetings etc./ any work as desired by the competent authority of Assam Public Service Commission. The manpower deployed by him will be required to work beyond office hours and even on holidays, including second and fourth Saturdays and Sundays.

**Method and frequency of cleaning :**

- \* Daily cleaning (three times).
- \* Cleaning of glass doors, windows using glass cleaner.
- \* Wiping of window panels, door panels staircase railings with damp cloth.
- \* Brooming of the floors and mopping using disinfectants.
- \* Toilet cleaning :
  1. Cleaning of the toilet seats by applying toilet cleaner and scrubbing with toilet brush and then washing it with disinfectants.
  2. Scrubbing of urinal pots with brush and cleaning agent and then disinfecting it.
  3. Scrubbing of wash basins with brush and cleaning agent and then disinfecting it.
  4. All taps to be wiped dry with dry duster.
  5. Wiping of mirrors with cleaning agent.
  6. Replenishment of liquid soap in the soap dispensers.
  7. Clean mugs to be made available in the toilets.

- \* Wiping of telephone, table tops with disinfectants.
- \* Wiping of chairs
- \* Vacuum cleaning of sofa sets, carpets
- \* Cleaning, dusting, mopping of all rooms.

**General cleaning (daily):**

- \* Collection of garbage/waste papers from the verandas, Examination hall etc. and disposing of it in the specified manner.
- \* The garbage should be disposed of in the designated place.
- \* All toilets should have toilet fresheners (odonil etc.) toilet rolls, and naphthalene balls must be put in the urinals, and washbasins.
- \* Cleaning of under tables, corners of corridors, staircases.

**Weekly cleaning :**

- \* Cleaning of window and door panels.
- \* Removal of cobwebs from all areas.
- \* Cleaning of drainage surrounding office campus.

**Periodic jobs :**

- \* Arrangements for the control of cockroaches, insects etc.

**a) Pantry/Canteen**

- \* The pantry/Canteen including the floors, tiles drainages etc should be thoroughly cleaned every day
- \* Special cleaning of the Canteen area, including the floors.

**b) Uniforms**

- \* All the staff should be always in uniform and be neat and clean with hair and nails etc kept trimmed.
- \* The contractor will ensure that all persons engaged by him are courteous, honest sober and free from any virulent or contagious disease(s). APSC may ask the contractor to produce (a) medical fitness certificate, (b) character verification certificate from the police for any person engaged by the contractor in performance of the contract. The APSC of its discretion may require the contractor to remove/replace any person engage by him.

**c) General**

- \* The staff engaged should be disciplined and should remain in their area of work. They should not loiter around.
- \* The staff should be briefed to conserve electricity, water and other precious resources.
- \* The garbage should be disposed of in the designated area or as directed.
- \* In case any dispute arises regarding the job of contractor or the staff working there of including their interpretation the decision of the Secretary, Assam Public Service Commission shall be final and binding on the contractor.
- \* The contractor shall be responsible for the safety and security of all internal items like furniture, equipment, sanitary fittings etc. and he shall be liable to make good any loss or damage.
- \* The contractor is required to have the character and antecedents of the staff verified before employing them.
- \* Any change in the employment of staff should be done with the prior permission of the authorized representative of APSC and after verification as above.

**d) Pest control services**

- \* The tenderer shall have to do pest control through third party agencies who specialize in pest control services.
- \* Pest control services are required at least four times a year to control insects like cockroaches, ants, spiders flies, mosquitoes, etc so that germs are not spread.

**e) Termination**

- \* APSC shall have the right, at any time during the duration of the contract, to suspend, terminate or cancel the services of the contractor by issuing a month's notice to the contractor.
- \* In case APSC terminates the contract in whole or in part, APSC shall not pay any compensation in any form to the contractor for the balance work.

**f) Foreclosure of the contract**

- \* It shall be within the authority of APSC at any time after the acceptance of the bid or during the execution of the work, to foreclose or reduce the scope of the work, for any reason whatsoever, either wholly or in part, by issuing a notice (not less than 30 days) to the contractor. The contractor shall then have no claim whatsoever on account of any profit(s) or advantage(s) which he might have derived from the execution of work in full but for the reasons of the foreclosure of the contract either in whole or in part.
- \* The decision of the competent authority of APSC regarding the foreclosure of the contract and / or reduction in the scope of the work shall be final and binding for which no disputes whatsoever shall be raised by either of the parties to this contract.

**g) Capital equipment, consumables, price quotations and duration.**

- \* Replacement/repair of civil, electrical and plumbing works etc. will be done by APSC against the faulty/damaged items. In case of non-receipt/return of faulty, damaged items, charges for such replacement would be debited to the contractor. For the rectification of faulty, damaged items, the contractor will have to intimate the competent authority. A complaint register will be maintained by the contractor for the purpose.
- \* The contractor or any of his workers shall not carry any materials/ items out of APSC office campus without necessary permission from the Secretary, Assam Public Service Commission.

**h) Subletting or assignment of contract.**

- \* No subletting or assignment of the contract is permitted.

## ANNEXURE-I

### Particulars of the tenderer

- 1) Firm/tenderer's name :
- 2) Postal address :
- 3) Telephone No. :
- 4) Fax No. :
- 5) Contact person details (a) Name :  
(b) Residential address:  
(c) Telephone No:
- 6) E-mail address :
- 7) Website address, if any :
- 8) Headquarter office address :
- 9) Local branch office address with phone no. and fax :
- 10) Whether the firm is private or public limited with date of establishment (attested copies of deed for articles of association to be enclosed) :
- 11) Names of partners, their current nationalities and liabilities
- 12) Name and address of the tenderer/contractor
- 13) Specimen signature of the tenderer/contractor:            a)  
   b)  
   c)

I/we authorize APSC to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarification or information on the technical and financial aspects of the applicant.

Date :

Signature of the tenderer

## ANNEXURE-II

(Please use a separate worksheet duly signed and sealed)

Sl. No.	Full postal address of clients (past and present and name of the officer-in-charge)	Nature of works	Duration of the contract	Amount of contract	Remarks (if any)

Note : (1) Original/attested copies of work order and completion and performance Certificates from the client, should be attached.

(2) Any other information in support of professional capability with documentary Evidence

Date:

Signature of the tenderer