



U.P. State AIDS Control Society

4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226 010
Phone : 0522-2720360, Fax : 0522-2721135
http://upaidcontrol.up.nic.in

Ref.: UPSACS / Proc / Sanitation Services / 2009 / 1066

Dated 22-7-16

To,

As Per Enclosed List.

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Sub: Invitation of Sealed Quotation for House Keeping/Sanitation Services.

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society constituted for implementation of National AIDS Control Programme in the state of Uttar Pradesh. The office of UPSACS is situated at 4th Floor, A Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow. Sealed quotations are invited for House keeping/sanitation Services at the above mentioned office.

You are requested to submit your sealed proposal so as to reach UPSACS office **on or before 28.07.2016 up to 15-30 hours**. Your sealed proposals should be addressed to Project Director, Uttar Pradesh State AIDS Control Society, PICUP Bhawan, 4th Floor, A-Block, Vibhuti Khand, Gomti Nagar, Lucknow. Please superscribe your sealed proposal as "**Quotation for House keeping/Sanitation Services**" Quotations should be submitted on the letterhead of the bidder on the format provided with this letter. All sealed proposals received within the due date and time shall be opened on the same day i.e. on **28.07.2016 at 16.00 hours**. Quotation will be opened on the scheduled date in presence of bidder who wish to attend at the office of Uttar Pradesh State AIDS Control Society. In case of any holiday on the day of opening, the quotation will be opened on the next working day at the same time but the quotation box will be sealed on same day and time, as scheduled above. The quotations received after the above said scheduled date and time will not be considered. Tender received by FAX/Mail will not be entertained.

General Information and other terms and conditions:-

1. Services:-

- a. The entire open area and the built up area in both the premises of UPSACS will have to be cleaned/maintained strictly by providing at least two worker alongwith cleaning materials.
- b. The service provider/firm/agency is required to keep one month clearing material available with UPSACS and it must be checked and verified by Administrative Officer / Caretakers of UPSACS in terms of quality and quantity.
- c. If any facilities or other equipment are required to be provided at the dumping place, the same is to be provided by the successful firm/agency himself at his risk and cost.
- d. The successful firm/agency shall have to provide **at least two Labour/worker**, who shall be stationed at UPSACS office on all working days from **8.00 AM to 6.00 PM** for maintenance of general cleanliness of each premises as per direction and supervision of the concerned officer. However, he may also be called on the non-working days beyond the normal timings as per the requirement of the society. The worker must have an authority letter from the vendor to conduct the services.
- e. The job of minor shifting of furniture items and other items will also be done by the personnel engaged by the firm/agency for the referred job as and when required.

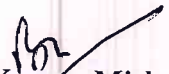
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2. **Materials to be used:-** All cleaning tools and materials will be arranged by the service provider/firm/agency. Mechanized equipments, wherever required, will be procured by the agency.

S. N.	Items	S. N.	Items
1	Labour cost	9	Branded HD Floor Cleaner
2	Materials cost	10	Paper Roll Napkin Big
3	Floor dusters	11	Soap or Liquid Soap (70 gm)
4	Table dusters	12	Bleaching Powder
5	Soft & Bas Brooms	13	Insect Killer (for cockroach/mosquito/flies) (500mg.)
6	Urinal Cubes (100gm)	14	Room Spray
7	Colene (500 Mg)	15	Acid (Tejab)
8	Nirma Powder	16	Branded Phenyl

3. The agency shall employ good and reliable persons with robust health and cleaning record (antecedent duly verified by the police department) preferably within the age group 21 to 50 years to carry out the sanitation services. In case, any of the personnel so engaged by the agency is not found suitable by the officer, the office shall have the right to ask for its replacement without giving any reason thereof and the agency shall on receipt of a written communication in this regard will have to replace such persons immediately. Only physically fit personnel shall be deployed for duty by the firm/agency.
4. **Eligibility Conditions:-** Please submit copies of all documents required, duly self-attested, along with the quotation:-
- Registration of the firm.
 - The bidder will have to attach certificate/work order for having at least two years experience of performing job contract of sanitation services in reputed Govt./Semi Govt./Govt. Undertaking/University and other reputed organisation.
 - The firm/agency should have Service Tax Registration and PAN number.
 - The bidder shall submit one copy of the Quotation document, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions.
 - The bidder has to submit Declaration duly signed by authorized signatory of the firm that bidding firm/agency has not been blacklisted / deregistered or barred by any Govt. department/Institution of Uttar Pradesh at present.
 - Financial proposal on **Annexure –‘A’**.
5. **Terms of the contract:-** Initially the terms of the contract will be for one year. Society may consider the extension of contract for further 1 year on the basis of satisfactory services and performance of the agency at the same rates and terms & conditions.
6. **Evaluation of the Quotation:-**The society will evaluate and compare the quotation determined to be substantively responsive, which are properly signed, fulfil all the eligibility conditions, confirm to the terms & conditions and meet the minimum wages criteria and to its statutory requirement. The Society will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
7. **Mode of payment:**
- The payment will be made on monthly basis on presentation of the bill in two copies (original and duplicate) in the name of Project Director, U.P. State Aids Control Society, Lucknow along with monitoring report verified from Administrative Officer / Caretaker of the Society. TDS will be deducted as per existing rules/law.
 - The non-compliance of schedule of services of terms & conditions may attract the penalty of deduction of payment up-to 5% to 10% from monthly bills.
8. **Loss And / Or Damages:-** In case of any loss or damage done to the property of the society by the personnel provided by the firm/agency for sanitary duties, full damages will be recovered from the Agency and decision of the competent authority of Project Director, UPSACS shall be a binding on him.

9. **Acceptance of quotation:**
- a. Security deposit:
- The security deposit for an amount of 10% of the contract value should be submitted within one week of issue of work order date.
 - The security deposit should be in the form of FDR in favour of Uttar Pradesh State AIDS Control Society, payable at Lucknow. The performance security should be valid for 60 days beyond the date of completion of all contractual obligations of the supplier/contractor.
 - The security deposit shall be refunded to the bidder after expiry of two months from the date of final bill payment or after expiry of extended period.
 - On breach schedule of services terms & conditions by the firm or any employee of firm the tender may be cancelled & bid security will be forfeited.
- b. Within a week on Rs.100/- non-judicial stamp paper signed by the authorized representative of the firm/company, mentioning its name, age, father's/husband's name, residential address, relation with firm in token of full and unconditional acceptance of the UPSACS Work Order.
- c. If the successful bidder does not provide the security deposit and Notarised affidavit, the order may be cancelled or an amount of 5% may be deducted from the first bill as penalty for late submission.
10. The bidder is advised to do a complete survey on his own before offering rates. The bidder is required to provide sanitation and housekeeping services to this Department and is advised to visit and acquaint himself with the area and operational system. It shall be deemed that the contractor has undertaken a visit to the Department and is aware of the operational conditions prior to the submission of the quotation documents.
11. The price offered by bidder shall remain firm and will not be subject to escalation of any description after submission of quotation. There will be no change in the price in respect to change in the cost of materials, or variations in taxes, duties and other levies on raw materials.
12. The bidder shall not assign the work order to any other vendor/supplier/firm/agency, unless permission in writing is taken from UPSACS.
13. Quotation shall remain valid for a period of not less than 90 days after the deadline date specified for submission of quotation.
14. The bidder submitting his proposal shall be deemed to have considered and accepted all the terms and conditions mentioned above and no enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the bids.
15. The Society will not be held responsible for any clerical mistake if so happen. Corrections, if any shall be made by crossing out, initialling, dating and rewriting.
16. UPSACS reserves the right to reject any / all quotations, without assigning any reason.
17. In case of any dispute arising decision of Project Director, Uttar Pradesh State Aids Control Society will be final and binding on both parties.
18. **JURISDICTION OF COURT:-** The courts at Lucknow shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.


(Bharat Kumar Mishra)
Joint Director, Procurement

Format for Financial Proposal (on firm/agency letter head)**To**

The Project Director,
U.P. State AIDS Control Society,
Lucknow

Sub.: Financial Bid for Sanitation & Housekeeping Works.

Ref: No. UPSACS/Proc./Sanitation Services/2009-2012/.....

Dear Sir,

I/ we have inspected the site and surrounding of the work area as per details given in the quotation document and assessed the scope of work thoroughly and also have gone through the quotation document and understood the terms and conditions stipulated therein before quoting the rate hereunder:

S. N.	Particulars	Qty. per Month	Rate per month in Rs. (inclusive of all levies & taxes)
1.	Labour cost	2 Labour	
2.	Materials Cost:		
3.	Floor dusters	8 Nos.	
4.	Table dusters	6 Nos.	
5.	Soft & Bas Brooms	6+2=8 Nos.	
6.	Urinal Cubes (100gm)	5 Pkt.	
7.	Colene (500 Mg)	2 Nos.	
8.	Nirma Powder	2 Kg	
9.	Branded HD Floor Cleaner	5 Ltr.	
10.	Paper Roll Napkin Big	12 Nos.	
11.	Soap or Liquid Soap (70 gm)	12 Nos.	
12.	Bleaching Powder	2 Kg.	
13.	Insect Killer (for cockroach/mosquito/flies) (500mg.)	2 Nos.	
14.	Room Spray	2 Nos.	
15.	Acid (Tejab)	1 Ltr.	
16.	Original Phenyl	5 Ltr.	
Total Amount ()			

(Rupees in words:.....)

Note: UPSACS office both premises: Two workers/labour with all cleaning materials & equipment's responsible for sanitation of rooms & furniture, office equipment's, open area, common area, stairs, toilets, water coolers, etc. Duty Hrs. Per Day : 10 Hours (08:00 A.M. to 06:00 P.M.)

DECLARATION

1. Our rates are inclusive of all the cleaning materials and the statutory liability, duty fees, labour charges & other charges. No other charges will be payable by the society.
2. All applicable taxes/duties/VAT and other levies (Central and State) shall be included in the total price offered by the bidder.
3. We have gone through the terms and conditions stipulated in the quotation document and confirm to abide by the same.
4. In case of any overwriting / cutting in quoted rate it must be signed and stamped by the authorized signatory, failing which may lead to cancellation of the bid.

**Signature of the authorized signatory
of the agency**

Official seal / Stamp

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