

## NOTICE INVITING TENDERS

### CENTRAL POLLUTION CONTROL BOARD EASTERN REGIONAL DIRECTORATE, KOLKATA

1. **Online bids are invited on single stage two bid system for** engaging minimum (06) cleaners from 1<sup>st</sup> November, 2017 for Central Pollution Control Board's (CPCB's) Eastern Regional Directorate Office located at 'Southend Conclave', Block No. 502, 5<sup>th</sup> Floor (Office); Block No. 601 and 602, 6<sup>th</sup> Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107.

2. **Document Download:** Tender documents may be downloaded from CPCB website [www.cpcb.nic.in](http://www.cpcb.nic.in) or CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

#### CRITICAL DATE SHEET

Published Date	22 August 2017 (04.00PM)
Bid Document Download Start Date	22 August 2017 (04.00PM)
Clarification Start Date	23 August 2017 (10.00AM)
Clarification End Date	24 August 2017 (05.00PM)
Pre bid meeting	NIL
Bid Submission Start Date	24 August 2017 (10.00AM)
Bid Document Download End Date	13 September 2017 (10.00AM)
Bid Submission End Date	13 September 2017 (12.00PM)
Bid Opening Date	15 September 2017 (2.00PM)

### 3. **Bid Submission:**

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

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5. Tenderer who has downloaded the tender from the CPCB website [www.cpcb.nic.in](http://www.cpcb.nic.in) or Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CPCB .
6. Intending tenderers are advised to visit again CPCB website [www.cpcb.nic.in](http://www.cpcb.nic.in) or CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
7. Applicant contractor must provide Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft as EMD in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the EMD will be rejected. Scanned copy of the EMD document should be uploaded online in the Technical Bid. Original EMD document must be submitted to the CPCB Eastern Regional Directorate (ERD) Office on or before 13<sup>th</sup> September, 2017 (12:00 P.M.)
8. Bids will be opened as per date / time as mentioned in the Tender Critical Date Sheet at the following CPCB ERD Office address :

Central Pollution Control Board  
Eastern Regional Directorate  
502, Southend Conclave (5<sup>th</sup> Floor)  
1582, Rajdanga Main Road  
Kolkata – 700 107

### **Submission of Tender**

The tender shall be submitted in Two Parts, viz., Technical Bid and Price Bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered.

For any clarification, contact may be made as below :

Smt. Manisha Banerjee  
Private Secretary  
Mobile : 9433681038  
Email : [manisha.cpcb@nic.in](mailto:manisha.cpcb@nic.in)

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**Technical Bid**

(1) The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- i) Signed and Scanned copy of proof for payment ( Earnest Money Deposit)
- ii) Signed and Scanned copy Certificates like Registration Certificate, PAN No, TIN No, Service Tax registration, GST No., Trade Tax Regn. Etc. as applicable.
- iii) Signed and Scanned copy of Proof of Annual Turnover, Net Profit
- iv) Signed and Scanned Copy of Tender Acceptance Letter & Letter of authorization to submit bid.
- v) An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
- vi) No near relative certificate

**Technical Bid Document :**

*Annexure – I and II.*

**PRICE BID**

*Annexure – III.*

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of  
authorized  
Representative:

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**Schedule of price bid :**

The below mentioned Financial Proposal/Commercial bid format is provided with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this from [www.cpcb.nic.in](http://www.cpcb.nic.in) as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner.

In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with CPCB .

Sl. No.	DESCRIPTION OF WORK	Firm Price( INR) (To be filled in by Bidder)
i.	To engage minimum (06) cleaners for cleaning services for Central Pollution Control Board, Eastern Regional Directorate Office located at 'Southend Conclave', Block No. 502, 5 <sup>th</sup> Floor (Office); Block No. 601 and 602, 6 <sup>th</sup> Floor (Laboratory), 1582, Rajdanga Main Road, Kolkata-700 107 w.e.f. 1 <sup>st</sup> November, 2017.	<b>(1)</b> Rate per cleaner per month : & <b>(2)</b> Cost of cleaning materials per month : INR in figures..... INR in Words .....
ii.	GST & other Taxes as per rule	


- The rates shall be quoted in Indian Rupee only.
- The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
- In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- The payment will be made to the Consultant after deducting the TDS as applicable.
- The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

**CHECK LIST OF DOCUMENTS TO BE SUBMITTED.**

**BID CHECKLIST**

Bidder is required to fill-up this checklist and enclose alongwith the envelope containing the Earnest Money.

Sl.	Item Description	Yes/No	Bid Reference
1.	Earnest Money Enclosed		
2.	Tender Acceptance Letter		
3.	Letter of authorization to submit bid.		
4.	An undertaking that the agency hasn't been blacklisted and no litigation in regard to IT pending with Court of Law		
5.	No Near Relative Certificate		

  
(A. Chhatterjee)  
Scientist 'E'



TECHNICAL BID

**Terms and Conditions covering contract for Annual Contract for House Keeping at Central Pollution Control Board, Eastern Regional Directorate, Kolkata :**

1. Sweeping / mopping / cleaning / vacuum cleaning / cleaning of common area, office rooms, toilets, lobby, staircases, window glass, office furniture / equipment, entrance and any other place / shifting of discarded materials etc. as directed by the Competent Authority from time to time. The cleaners should be provided with proper uniforms to be worn during all the working hours.
2. Following will be the schedule of work at 5<sup>th</sup> & 6<sup>th</sup> Floors :
  - Cleaning of rooms and dusting of furniture daily in the morning.
  - Vacuum cleaning of rooms twice a week.
  - Lobby to be cleaned twice a day.
  - Corridors at 5<sup>th</sup> floor and 6<sup>th</sup> floor to be moped after every 2 hours or 4 times in a day.
  - Regional Directorate's toilet to be cleaned daily in the morning.
  - Cleaning of staircase and shifting of discarded furniture, if any, once a day.
  - Glass panes of rooms and staircases to be cleaned twice a week.
  - Common toilets to be cleaned twice a day.
  - Cleaning of sign boards and railings of staircase as and when required.
  - Scrubbing of floor once a week (Saturday).
  - Wiping / cleaning of laboratory working table tops, sink units etc. once in every 2 hours. Other laboratory furniture such as chemical cabins, fume hoods, storage cabinets etc. should be cleaned once daily.
3. The contractor has to provide minimum six cleaners including a woman cleaner on all days viz. Monday to Saturday with materials (Enclosed List in Annexure II) along with mops, brooms (hard and soft), wipers and other cleaning materials as required. The duty schedule of the house keeping staff will be as follows :

05 workers from 0800 hrs to 1700 hrs.  
01 worker from 0900 hrs to 1800 hrs
4. The contractor has to furnish sworn affidavit from workers engaged by them for doing cleaning work at 502, Southend Conclave, 1582 Rajdanga Main Road, Kolkata – 700 017 clearly stating that they should not claim any 'regularization of their services or enhancement of their wages'. Payment of salaries and allowances to the cleaners would be contractor's responsibility.

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5. If the contractor fails to attend the complaints or does not render satisfactory services, the contract awarded shall be cancelled by giving one month notice without assigning any reasons whatsoever and the security deposit and payment due, if any, shall be forfeited. In this connection, decision of the Chairman, Central Pollution Control Board shall be final and binding on the contractor.
6. In case it is noticed that the work carried out by the contractor is not upto the required standard due to untrained or inexperienced manpower, lack of supervision or any other reason, the Competent Authority or concerned authorized representative will have the right to terminate the contract and forfeit the security deposit. The decision of Regional Director will be final and binding on the contractor.
7. Wages of the cleaners will be revised from time to time as Minimum Wages Act, Government of West Bengal.
8. The contractor will be responsible to discharge all the statutory requirements under the Labour Act or any other Act enforced from time to time without any liability on CPCB or without any statutory compliance by CPCB.
9. If the contractor fails to provide service as per contract, the CPCB will make alternate arrangements for daily cleaning and in that case contractor would reimburse the cost of such arrangements as below :  

For failure to clean toilet	:	Rs.150/- per toilet per day
For failure to clean corridor area & other areas	:	Rs.200/- per corridor per day
10. The contractor will be fully responsible for all acts of omission or negligence, dishonesty or misconduct of cleaners for work at Southend Conclave. CPCB will not be liable to pay any compensation / claim and damages etc. due to accident or injury to its cleaners or death due to accident or otherwise, which may arise out of and during the cleaner's duties.
11. In case of any complaint, with regards to service or behaviour of cleaners on duty or otherwise, the contractor will be intimated and expected to take corrective measures promptly.
12. The contractor would put up the monthly bill every month for rendering of cleaning services at CPCB, ERD Kolkata on the last working day of the month for payment on time.
13. Income tax shall be deducted at source, if applicable.
14. The bid has to be accompanied by an EMD of Rs. 5000/- (Rupees Five thousand only) in the form of Demand Draft or to be deposited electronically by RTGS in favour of Central Pollution Control Board, Kolkata. The EMD of unsuccessful firm shall be returned after award of work to the successful bidder. The EMD of successful bidder shall be returned after deposition of Security amount to CPCB as per Clause.

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15. Bidder should also submit the following documents along with bid (a) Document of previous experience (b) Total number of cleaners permanently working with firm (c) Types of cleaning work being undertaken by the firm and (d) ESI Registration Certificate.
16. A break-up in respect of total payment of wages to the workers, cost of cleaning material and service tax if any, should be mentioned while quoting the monthly rates.
17. Central Pollution Control Board at its own discretion may accept or reject any bid / quotation(s) without assigning any reason thereof
18. The rates should be quoted both in figures and words.
19. Quotations from agencies which have GST Number, PF Registration Certificate, ESI Registration Certificate, IT Clearance Certificate and other regulatory certificate should be submitted.
20. No advance payment will be made before completion of work.
21. The agency should also clearly mention in the quotation that the said terms and conditions are acceptable to them.
22. Payment will be made for cleaning / washing materials per month after supplying and proper entry of material at our office premises.

#### **Period of Contract**

The contract shall remain valid for ONE YEAR extendable on mutual consent for further period of one or more year up to THREE YEARS on the same terms and conditions except escalation in minimum wages as revised by Labour Department, Government of West Bengal from time to time or such later date as may be decided by the Competent Authority, CPCB. The contract rate will be get revised proportionately by CPCB accordingly on submission of relevant document.

#### **Termination of Contract :**

Competent Authority, CPCB reserves the right to terminate the contract at any time during its currency without assigning any reason there of by giving thirty days notice in writing to the contractor at their last known place of residence / business and the contractor shall not be entitled to any compensation by reason of such termination. The action of Competent Authority, CPCB under this clause shall be final conclusive and binding on the contractor and shall not be called in question. The extension will require to be renewed before the date of expiry after every year.

*Ameyan Pathy*  
*A. Chatterjee*



**Payment :**

1. This Office will make payment within 7 days of submission of bill or before 10<sup>th</sup> of each following month whichever is later when proper documents i.e. PF/ESI/Service Tax paper etc. are submitted by the Cleaning Agency subject to the availability of fund.
2. Payment will be made only through Crossed Cheque payable in Kolkata and at any cost no advance amount will be given to the Cleaning Agency.
3. No other allowance / payment / charges whatsoever on any account shall be payable by this Office except as agreed to between the two parties.

**Security Deposit :**

The successful bidder has to deposit a security of **Rs. 25,000/- (Rupees Twenty five thousand only)** to CPCB (either in the form of DD or Bank Guarantee) soon after the award of work to cover theft and loss of property, if any, due to the negligence of cleaners provided by the contractor. The amount shall be retained by CPCB, till the tenure of the contract. No interest will be paid on this amount of security deposit.

  
( A. Chattopadhyay )

Scientist 'E'

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**List of Cleaning Materials (Per Month) – reg.**

Sl. No.	Name of Items	Make	Unit/ Pack	Minimum Quantity Required
1	Phenol	Nimyl / Bengal	450 ml	10 bottles
2	Herpic Toilet Cleaner	Reckitt Benckiser	500 ml	10 bottles
3	Colin Spray	Reckitt Benckiser	500 ml	8 bottles
4	Napthalene Ball	Bengal Chemical	200 gms	4 pkts
5	Liquid Soap	Dettol / Lifebouy	215 ml	12 bottles
6	Floor Duster	Super Quality	Piece	20 pieces
7	Table Duster	Super Quality	piece	20 pieces
8	Washing Powder – Nirma	Nirma	1 kg	4 pkts
9	Washing Powder – Vim	Vim	1 kg	4 pkts
10	Scotch Brite (Size 10 cm x 14 cm)	3M India Ltd.	piece	10 pieces
11.	Room Freshener	Godrej Aer pocket Morning Misty Meadows	10 gm	16 packets
12.	Room Freshener Spray	Glade Aerosol Wild Frl Extc Spice	300 ml.	2 bottles

*A. Chattopadhyay*  
( A. Chattopadhyay )

Scientist `E`

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Annexure - III

PRICE BID

For

Annual Contract for House Keeping at Central Pollution Control Board, Eastern  
Regional Directorate, Kolkata :

(1) Rate per cleaner per month (in Rs.)

&

(2) Cost of cleaning materials per month (in Rs.) :

(3) GST & other Taxes as per rule :

(4) Details of the relevant documents / Certificates :

- (i) Employees Provident Fund Code No. :
- (ii) ESI No. :
- (iii) WBST No.:
- (iv) CST No. :
- (v) GST Registration No.:
- (vi) PAN & Last Year Income Tax Assessment Clearance Certificate:

  
(A. Chattopadhyay )

Scientist 'E'

