



Physical Research Laboratory, Ahmedabad - 380009
(A Unit of Department of Space, GOI)
Navrangpura, Ahmedabad

TECHNO - COMMERCIAL BID

Name of Work: "Service Contract for Two Years for providing housekeeping, horticulture, Boatman/Labour, electrician and Supervisory services at various campuses of Udaipur Solar Observatory (USO) /PRL, Udaipur, Rajasthan (Two Bid System)."

NIT NO: - PRL/ADM-GN/USO/2018-2019/01

Dt.09.04.2018

Issued to M/s _____

Receipt No: _____ Dated: _____

जारीकर्ता Issued By:

Signature of contractor is mandatory in all pages of Technical/Commercial bid

Techno – Commercial Bid

PART –A

Inviting bids for “Service Contract for Two Years for providing housekeeping, horticulture, boatman/Labour, electrician and Supervisory services at various campuses of Udaipur Solar Observatory (USO) -PRL, Udaipur, Rajasthan (Two Bid System)”

We are looking for professionally qualified agencies with minimum three years of experience, having trained personnel, for proper development and maintenance of various campuses of USO with Housekeeping, horticulture, Boatman/Labour, Electrician and Supervisory services.

A. BRIEF SCOPE OF WORK:

I. Supervision Services:

- a. Providing services of supervision for horticulture works, housekeeping and boatman services as directed by Officer In Charge, USO-PRL.

II. Providing of housekeeping services at

- a. Office and Laboratory buildings
- b. USO Observatory island campus
- c. Other areas including parking area.
- d. Drainage and manhole cleaning
- e. USO Udaipur quarters campus: Door-to-door collection and disposal of garbage, Cleaning of Quarters lobby, staircase, terrace, internal roads and surroundings in the campus.
- f. Drainage & Manhole cleaning
- g. Cleaning of Transit accommodation (in E Type accommodation)
- h. Cleaning and mopping of ‘C’ type accommodation provided to the students.

III. Providing of Horticulture services in Udaipur Solar Observatory, Island campus and Quarters campus Udaipur Rajasthan:

- a. PRL (USO) has lawns, hedges, trees, shrubs, boarder plants, climbers, nursery, flowering beds and pot plants at various places as appropriate to the location. Please refer to the Price bid (Part-B).

- b. Horticultural character of the campus:

Horticulture work at Udaipur Quarters campus – new development and maintenance.

IV. Boatman Services /Labour for General work

Providing Boatman services for rowing boats to and fro from Fatehsagar shore to the USO island observatory on daily basis and as and when required as directed by officer in charge. Labour should be capable to perform the work as desired by the officials.

Boatman should preferably have working experience of rowing boats and swimming.

V. Electrician (ITI) services

Electrician should have adequate experience to handle electrical work and has to perform work as desired by the officials. Person should be capable to maintain/repair electrical equipment, street lights etc.

B. INVITATION FOR PRE QUALIFICATION (PQ) AS CONTRACTOR.

1. Sealed applications are invited from bidders for Service Contract for Two Years for providing housekeeping, horticulture, boatman/Labour, electrician and Supervisory services at various campuses of Udaipur Solar Observatory (USO) -PRL, Udaipur, Rajasthan (Two Bid System)
2. **Tender Documents:** Tender documents can be availed from Administrative Officer, PRL on working days from **20.04.2018 to 09.05.2018 during office hours from 10.30am to 3.00pm** with a written request and remittance of Tender Fee.
3. **Tender Fees:** Tender Fee of Rs. 500/- in Cash payment or through Bankers Cheque/DD in favor of Physical Research Laboratory, Ahmedabad to be attached with Technical Bid while submission.
4. The complete set of documents shall be enclosed in two different sealed covers one for Part- A (Technical bid) and the second for Part-B (Commercial bid) and both these bids be enclosed in a third cloth lined envelope super-scribed with Application as bidder for “Service Contract for Two Years for providing housekeeping, horticulture, Boatman/Labour, electrician and Supervisory services at various campuses of Udaipur Solar Observatory (USO)-PRL, Udaipur, Rajasthan (Two Bid System) “ and addressed to **Administrative Officer, PRL, Ahmedabad-380009** and sent through Registered Post **on or before 10.05.2018; 1200 hrs.**
5. **Earnest Money Deposit:** EMD of ₹. 1,00,000/- should be enclosed along with Technical Bid (PART-A) in the form of Demand Draft/ Pay Order favouring PHYSICAL RESEARCH LABORATORY payable at Ahmedabad.
6. Technical Bids (Part-A) without enclosure of EMD shall be summarily rejected. No correspondence in this regard will be entertained.
7. Delayed bids and bids sent by ordinary post shall not be opened or considered.
8. **Tender Opening: Techno-Commercial Bid Opening: on 10.05.2018; 1400 hrs at PRL, Ahmedabad**
9. Those bidders, who shall be found suitable after scrutiny of Part-A (Technical Bid) of the tender document by PRL, shall be intimated separately regarding the date, time and venue for opening of Part-B (Price Bid).

10. **Security Deposit:** Unless otherwise specified in the special conditions, if any, the rates for deposit of security amount by contractors will be as under:

Security deposit for each work would be at the rate of 5% of the contract value. SD will be recovered from running bill of the Contract at the rate of 10% of the bill amount or till the entire security deposit is recovered. Security Deposits will be recovered only from the running bills of the contract and no other mode of collecting Security Deposit in the form of instruments like Bank Guarantee, Fixed Deposit etc., shall be accepted.

11. **Performance Guarantee (P.G.):**The procedure for obtaining Performance Guarantee is outlined as below:-

- i. Successful bidder shall submit a Performance Guarantee in the form of an irrevocable bank guarantee amounting to 5% of the contract value.
- ii. Performance Guarantee for the period of contract shall be furnished within 15 days from the date of receipt of letter of acceptance, but before signing the agreement and validity period of PG shall be 3 months beyond the date of expiry of contract.
- iii. Performance Guarantee shall be released after satisfactory completion of the work and maintenance period is over. The procedure for releasing shall be the same as for security deposit.
- iv. Wherever the contracts are rescinded, the security deposit should be forfeited and the Performance guarantee shall be en-cashed and the balance work shall be got done separately. No interest will be paid on the said security deposit.

12. In deciding upon the selection of Bidders for the work, great emphasis will be put on the ability, reputation, experience for similar type of work done, financial standing and technical competency of Bidders to do good quality of work according to the time schedule.

13. For each category of information, necessary supporting documents along-with photographs should be attached as Annexure.

14. Wherever applicable a self-attested copy of the power of attorney in favour of the signatory is to be enclosed.

15. All pages of the document shall be sealed and initialled by the bidder. No page of this document shall be removed/alterd and set be submitted intact.

16. No additions/ alterations in the bids accepted. Conditional tender shall be rejected.

17. All corrections and overwriting shall be initialled by the bidder and be filled with same ink.

18. Information furnished in the Performa will be kept **CONFIDENTIAL**.

19. All entries shall be typed or hand written legibly.

20. If the available space is insufficient then contractor may attach separate sheets. But, original format should be strictly followed and **all the attached sheets shall be of A4 size (210 mm X 297 mm). No other sizes of the enclosures are allowed.**

21. The details and nature of work under Scope of Work is provisional which is liable to change according to the need and exigencies of Office and it is only guidance for the bidder on the service to be provided.
22. The Bidder shall keep the offer open for minimum period of **120 days** from the date of opening of the tender, within which period the Bidder cannot withdraw his offer, subject to the period being extended further if required by mutual agreement from time to time.
23. Any contravention of the above condition will make the Bidder liable to forfeiture of his Earnest Money Deposit.
24. The details given by the applicants in the Application form will be evaluated by PRL. PRL reserves the right to restrict the list of Bidders to be enlisted to any number deemed suitable by it.
25. PRL's decision for empanelling the Bidders shall be final and binding.
26. The persons deployed by the Contractor shall be:
 - (a) Of above 18 years of age.
 - (b) Well mannered, trained and experienced.
 - (c) In neat, clean, well-dressed in uniforms, shall take all precautionary measures for safety including wearing of necessary safety equipment like caps/ helmet, safety belt, gum boots, hand gloves etc. as appropriately required.
 - (d) All hazardous jobs should be carried out under strict supervision and guidance. In other words, such jobs should not be carried out by a single person and in isolation.

Successful Bidder shall be required to enter in to an agreement with the Laboratory. Offer letter to the successful bidder, letter of acceptance by the Bidder, Schedule of rates quoted in the successful Bid, Terms and Conditions and Specifications of the Tender shall form part of the agreement to be signed. The cost of stamp paper required for the agreement shall be borne by the Bidder.

27. **Period of contract:** Initially for a period of Two Years and extendable by two years on annual basis on mutual agreement and satisfactory performance and compliance.
28. **The contract shall stand terminated:**
 - (i) On expiry of the period if not extended further.
 - (ii) Any time during the tenure of Contract by giving two month's written notice to the Contractor in case of the Services provided are found unsatisfactory or any breach of the terms and conditions of the Contract.
 - (iii) In case the Contractor wants to discontinue the services, he shall give two month's written notice to USO-PRL enumerating the reasons thereof. If the notice is given within six months the EMD/SD/PBG shall be forfeited.
 - (iv) Any time during the tenure of contract, if decided at the discretionary power of the Director, PRL

29. The Contractor shall not give any sub-contract to carry out the obligation arising out of the contract.

30. Parallel/Ad-hoc Contract: PRL reserves the right to enter into parallel/Ad-hoc contract(s) with one or more Contractor(s) during the currency of the contract for availing the same or similar service.

In order to identify more than one Contractor, PRL reserves the right to award the contract to any other Contractor who has qualified in the subject tender and willing to provide the services.

31. **PAYMENT TERMS:**

Payment to the Contractor shall be made on monthly basis within 30 days from the date of receipt of the bill in duplicate after providing successful and satisfactory services.

A suitable system will be evolved to evaluate the day to day performance of the contractor and the Contractor should comply with the requirements of the system. No enhancement in the rate will be entertained other than statutory levies/revision of minimum wages during the validity of this Contract as per GOI orders.

No claim for interest shall be entertained by PRL in respect of any payments or any deposits which may be held with PRL due to any dispute between PRL and the Contractor or with respect to any delay on the part of PRL in making monthly payments through running bills.

The contractor shall maintain a separate work diary and bills for each work containing details which shall be jointly certified by the contractor's representative and respective designated Officer of USO-PRL. Extract of this diary has to be attached along with monthly bills.

32. **PENALTY:** If the work assigned is not carried out completely and satisfactorily, a proportionate amount will be deducted from the bill. The decision of Director, PRL with respect to this amount shall be final and binding to the Contractor. Over and above this, 20% of such amount shall be deducted as penalty.

33. **COMPENSATION:** In the event of sudden failure, neglect, dislocation or stoppage of the services by the Contractor, PRL may get the work done departmentally or by some other agency, at the risk and cost of the contractor, without prejudice to its rights to enforce performance in respect of the rest of the work.

The Contractor shall, in such event, pay to the PRL the additional cost incurred for having such work done by itself or by some other agency. Without prejudice to any other rights, the Director, PRL may in this behalf either under this agreement or under law, terminate the agreement by two months' notice to the contractor in writing and in such event the contractor shall have no claim for any loss or damage against the PRL.

34. **INDEMNITY:** The Contractor shall indemnify PRL against all the monetary or other benefits to which the persons deployed by him are entitled during the period or deployment under various labour laws as applicable from time to time.

Indemnity Bond: The Contractor shall indemnify PRL on a Rs.200/- non-judicial stamp paper against any action, claims or proceedings relating to infringement of all or any of the prevailing laws like Workmen's Compensation Act, 1923, Contract labour (R&A) Act, EPF Act, ESI Act, Industrial Dispute Act and any other Acts relevant to labour or industrial workers during the currency of the Contract.

35. **Debarred/ Black Listed:** Contractor should not have been 'blacklisted' by any of their existing / past clients, especially by any Government Department/ organizations, in the last 5 years for defective / deficient service or any such reasons related to catering and hospitality services provided by them. Contractor should submit a declaration to this aspect along with the Technical Bid.
36. **EMD & Tender Fee Exemption Certificate:** In case, Contractor is claiming exemption from payment of EMD&Tender Fee for being registered with the National Small Industries Corporation (NSIC) or Micro, Small Enterprises (MSEs), etc., they should submit attested copy of Registration Certificate along with the Techno-Commercial Bid.
37. **Minimum wages** and other labour related statutory remittances and payments and all terms and conditions as per respective state acts shall be strictly adhered to, by the Contractor. PRL will not be responsible in any way for such lapses on the part of the Contractor.
38. **Arbitration:** In the event of any dispute or difference relating to the interpretation and application of the contract, such dispute or difference shall be settled amicably by mutual consultations of the good offices of the respective parties.

If such a resolution is not possible, then unresolved dispute or difference shall be referred to the Sole Arbitrator appointed by Scientific Secretary, PRL in accordance with the rules and procedures of Indian Arbitration and Conciliation Act 1996 or any modification thereof.

The decision of the Arbitrator shall be final and binding on both the parties. The expenses for the Arbitration shall be paid as may be determined by the Arbitrator. The Arbitration shall be conducted in Ahmedabad.

The Contractor shall be solely responsible for their staff deployed at site including.

- Recruitment and training of the staff.
- Providing and upkeep of uniforms to their employees.
- Safety of their staff.
- Attendance records of the staff.
- Insurance coverage of their staff against all contingencies.
- Employee grievance of their staff.
- Payment of wages of their staff and maintaining records thereto.

- Maintaining records on statutory payments on EPF, ESI, Bonus, Compensation to worker / family as applicable etc., and any other payments.
 - Compliance of all Labour laws of the State & Labour Laws of the Central Government.
 - Labour Welfare including providing safety equipment, first aid and medical care.
 - The Contractor would provide the personal details with Names, address, photograph of their personnel deployed at campus and shall obtain necessary bar coded identity cards from USO-PRL and wear it while on duty.
 - PRL shall not be responsible for any death, injury, damages or loss whether to the contractor or their agents, representatives or their employees resulting from any accident or by any other cause during operation and execution of the contract. The contractor shall indemnify PRL against any and all claims which may arise under the Workmen's Compensation Act, etc. or any other Act or statute having bearing over the services and for engagement of workmen directly or indirectly for performance under the contract.
39. **FORCE MAJEURE:** Any delay in or failure of the performance of the either parties to the contract shall not constitute default hereunder or give rise to claims in damages, if any, to the extent of such defaults or failure in performance is caused by occurrence due to act of God or public enemies, exploitation or confiscation by the Government Authorities, compliances any order or request of any Government Authorities, act or war, rebellion or sabotage or fires, flood, explosions, riots or legal/ illegal strike/lock outs, natural calamities etc.
40. If at any stage during the period of the contract any case involving moral turpitude is instituted in court against the contractor or the persons deployed by him, the PRL reserves the exclusive and special right to terminate the contract outright without any notice to the contractor and in such event the contractor shall not be entitled to any compensation from PRL.
41. **JURISDICTION:** Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of suit, any and all actions and proceedings arising out of or relating to the contract shall lie in the court of competent civil jurisdiction in this behalf at Ahmedabad only where this contract has been signed on behalf of PRL and only the said court at Ahmedabad alone shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.
42. In case of dispute on the interpretation of terms and conditions of the Contract, the decision of the Director, PRL, shall be final and binding on the Contractor.
43. The Director PRL reserves the right to accept the tender in full or part thereof or reject any or all tenders without assigning any reasons whatsoever.

C. Instructions to Bidders for Furnishing Information

1. Details of different type & number of equipment possessed by them for carrying out the works.
2. Bidders are requested to submit the details about their organisation, their technical experience, their capacity and their competency and suitable evidence of their financial standing as per enclosed format. Bidders will be liable for rejection due to any false or incomplete information furnished in the format.
3. Detail of Technical Tie ups with reputed Organizations in the business of cleaning and hygiene, if any.
4. The applicant should have sufficient number of technical and administrative/supervisory employees for proper execution of this works. The applicant should submit an organisation chart and CVs of employees who will occupy the key position in the organisation structure for works in PRL.

D. Criteria for Eligibility of a Bidder:

The following points shall be kept in view at prequalification stage:

1. Contractor should have a minimum experience of 3 years for cleaning, Horticulture and Boatman activity.

(Copy of work order, registration and licenses with the concerned labour authority & ESI & PF registration to be attached)

2. Latest Solvency Certificate issued by a Scheduled Bank for an amount of Rs. 10.00 Lakhs
3. Contractor should have at least One single work order for Housekeeping, Horticulture and Boatman services of value of Rs.20.00 Lakhs in any of the last 7 (Seven) financial years. (or)

Two single work orders for Housekeeping, Horticulture and Boatman services of value of Rs. 15.00 Lakhs in any of the last 7 (Seven) financial years. (or)

Three Single work order for Housekeeping, Horticulture and Boatman services of value of Rs.10.00 Lakhs in any of the last 7 (Seven) financial years.

(Copy of the work order to be attached)

4. Contractor should have minimum turnover of Rs. 7.00 in a year for any of the last 3 (Three) financial year. (Copy of the certified balance sheet with P&L statement to be attached)
5. Contractor should be in possession of Cleaning Equipment of minimum Rs 1 Lakhs. (Copy of sufficient proof should be attached)

6. Contractor should have minimum engaged employee strength of 20 People. (Copy of valid registration and licenses with concerned Labour Authorities and valid ESI & PF registration to be attached. Copy of up to date remittances to ESI & PF Authorities to be also attached.)
7. The bidder should furnish any other information that is deemed fit and relevant to this work to help us in evaluation.

E. Declaration:

1. I/We agree that the decision of the PRL in selection of Bidders, phasing of works will be final and binding to me/us.
2. I/We agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all projects and works listed by us in the bid.
3. I/We undertake to inform any change in the constitution of the firm, as and when it takes place.
4. The continuation of the Contract subsequent on such alteration will be at the sole discretion of the PRL.
5. All the information and data furnished herewith are true and correct to my/our best of Knowledge.

Place:

Signature with Seal of the company

Date:

PART I - BASIC INFORMATION OF THE COMPANY AGENCY:

- a) Name of the organisation :
- b) Address of the organisation :
- c) Phone nos. :
- d) Fax no. :
- e) E-mail :
- f) URL Website:
- g) Registration No & Date of CLA :
- h) Income tax PAN
- i) Goods And Service Tax Number (GST):
- j) PF registration number
- k) E.S.I. Registration number

[Please enclose self -attested copies for all the above]

- l) Previous Experience : (Attach annexure)
- m) Name of the person in-charge for the details furnished hereinafter:
- n) Details of the Organisation including the Organisation Structure, List of Employees, Names of Partners/Directors along with their Basic Qualification and Age. (Sole proprietorship, Partnership, Private Ltd., Co-operative Body etc.):
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)

(ii) Are there any relative(s) of any of the above working in PRL? If yes, name and relationship of the relative be mentioned:

o) Income-tax Clearance Certificate for the organisation:

p) GST Clearance Certificate

q) Financial Resources of Company : (Rs. in Lakhs)

Solvency Certificate :

Others :

r) Whether such services were provided to PRL in the past, if yes when and for how many years? :

PART II - PROJECT INFORMATION OF THE BIDDER:

(Please enclose annexures separately for each project wherever applicable):

List of important Institutional/Campus works of contract value ranging from Rs. 10.00 lakhs & above (Annual), executed with good quality and workmanship, in the past seven years, in the prescribed format below:

PROJECT: 1

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

PROJECT: 2

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

PROJECT: 3

1. Name & Year of the work incl. name of Officer in-charge from your side.
2. Name of the Client:
3. Name of Consultant if any
4. Work Value & Time Period
5. Location of the work
6. Nature of Work (Housing /Institution etc.) with two line description
7. Measurement. of area of place/premise worked on (if any)

Reference letters from leading Consulting /Client firms of Udaipur/Ahmedabad regarding Quality of Workmanship, Tendency to make unnecessary extra claims and general behaviour of the contractor with details of works executed under the Consultant/Client. (If any)

PART-III DETAILED SCOPE OF WORK:

Measurement of each Campus and Building for assessment of manpower requirement: (approximate)

1. Udaipur main campus (approximate building areas)
2. Office Building - 1000 sqm
3. Canteen Building - 300 sqm
4. Other Miscellaneous buildings / labs / Generator room etc - 500 sqm
5. Island - 1000 Sqm

- *Measurement provided above for guidance only.*

A. HOUSEKEEPING WORK:

1. The following facilities/spaces would be required to be kept clean and presentable.
2. Sweeping/mopping, de-dusting of furniture and equipment, removing cobwebs.
3. Office Buildings, Laboratory buildings, corridors and other civil structures
4. Toilets
5. Forecourt area with facilities/equipment
6. Illuminations and/or electrical appliances under the supervision of Electrician.
7. Visual Identity Signage
8. Canopy, Terrace and roofs etc. of various buildings
9. Courtyards and servicing area
10. Parking sheds and surrounding area.

If during the course of contract period it is found that PRL wants changes in the scope of work, then the Contractor and the PRL may negotiate the contract scope of work.

SCOPE AND PROCESS OF THE WORK:

We propose to hire the services of professional housekeeping agencies. Selected Contractor(s) would be given a cluster of Buildings, Laboratory etc. The Contractor would be required to keep trained personnel in proper uniforms at each location for the following jobs. It is suggested that in order to maintain basic minimum standards of cleanliness, the following would need to be undertaken:

(All the activities as and when required and or specified as daily, twice, four times etc.)

GENERAL AREA

11. Pavement Blocks/ Main gate and driveway/ Parking/Brick pavements area

Loose debris and litter picking.

12. Mechanized/manual Sweeping (using a walk behind sweeper)
 - a. Mechanized/manual scrub cleaning (Using Single disc machine, Heavy duty (Degreaser) and vacuuming using a wet and dry vacuum cleaner.
13. Dusting (Using Cobweb and C shape brush) Scrub cleaning of all the stains and wet wiping (Using general purpose cleaner) or thorough cleaning using manual window cleaning kit.

14. Canopy (Facia, Roof, ceiling & columns)

15. Regular cleaning like dusting using Cob web and C shape brushes.

16. Wet & dry wiping using manual window cleaning kit (Using general purpose cleaner) and telescopic poles of required height.

17. Cleaning of Dustbins

a. Clearing and cleaning of the dust bins replacing of liners.

Disposal of garbage at a central place by deploying a trolley (suitably a tractor compatible) for disposal off garbage at regular intervals. As and when trolley is filled up it should be removed usin tractor or a suitable vehicle and the garbage be disposed at a place designated by the municipal Authorities. Necessary liaison and formalities with the municipal authorities be carried out by the Contractor.

18. Misc. areas like Boundary walls, other areas/ railings

Dusting using cob web and C shape brushes.

Wet & dry wiping using general purpose cleaner and manual cleaning kit if required.

19. OFFICE/LABORATORY AREA:

- Floor – Daily at least 2 times
Loose debris picking and litter picking
Manual sweeping using a broom
Mopping using Double bucket and speedy mop System and general floor Cleaner.
Dry mopping using dry mopper
Wet wiping using manual window cleaning kit (Using Glass cleaner) and telescopic poles of required height
Glazing/panes, Doors, Windows and Venetian blinds – Daily basis
Regular cleaning like dusting using Cob web and C shape brushes.
Cleaning of furniture and fixtures –Daily Once
Dusting using cob web and C shape brushes.
Wet & dry wiping using general purpose cleaner and manual cleaning kit if required.
Switch boards, telephone instruments, picture frames etc.: Daily Once

Regular cleaning like dusting using Cob web and C shape brushes.
Wet wiping and sanitizing using cleaning cum sanitizing chemical and clean dusters.
Sweeping of walkway /passages/staircase, staircase railing –Daily Twice
Loose debris picking and litter picking.

Mechanized/Manual sweeping (using a walk behind sweeper).

Mechanized scrub cleaning (Using Single disc machine and heavy duty degreaser) and vacuuming

20. Twice daily

Loose debris picking and litter picking.

Mechanized/Manual sweeping (using a walk behind sweeper).

Mopping using Double bucket and speedy mop System and floor Cleaner.

Cleaning dustbins, waste paper baskets – as and when required minimum once in a day.

Clearing and cleaning of the dust bins replacing of liners.
Disposal of garbage at designated place only.

Cleaning of door mats –As and when required

Dusting
Washing and
Vacuuming

Carpet/Vinyl flooring: As and when required

Wet wiping and sanitizing using cleaning cum sanitizing chemical and clean dusters

21. TOILETS

Floor/walls – Daily Four times

Litter and loosed debris picking up.
Mopping Using small double bucket and mopping system.
Sanitizing using cleaning and sanitizing chemical and colour coded mops and tools used only for toilets.

Sanitary ware, Water taps – Daily Four times

Dusting using duster Cobweb and C shape brushes.
Wet wiping and sanitizing using cleaning and sanitizing chemical
Use SS maintainer for polishing and regular maintenance of steel faucets etc.

Toilet bowls, Urinals, wash basins – Daily four times

Flush the toilet thoroughly with water.
Apply toilet bowl cleaner and scrub wherever required for stain removal. Leave it for 10 min.

22. FURNISHING, ELECTRICAL EQUIPMENT, EXHAUST FANS – DAILY ONCE

Dusting using duster Cobweb and C shape brushes.
Wet wiping and sanitizing using cleaning and sanitizing chemical
Use SS maintainer for polishing and regular maintenance of steel faucets etc.
MIRRORS AND OTHER GLASS SURFACES –DAILY THREE TIMES
Dusting using duster Cobweb and C shape brushes.
Thorough cleaning using glass cleaner conc. and manual window cleaning kit.

IMPLEMENTATION PLAN

The successful bidder to implement all the cleaning and hygiene system at each location and the proposed timing will be as per the instruction specific to the concerned area. It is to be ensured that the cleaning operation should not hamper the normal activities of the PRL.

23. CLEANING SCHEDULE

The initial cleaning operation of the premises shall be carried out daily from 7:30 AM to 9:30 AM. The Entrance plaza is to be cleaned before 7.30 A.M.

It is to be ensured that the entire campus is ready in terms of good housekeeping by 9:30 AM. The subsequent frequency of the cleaning activity shall be maintained as indicated in the plan. The work to include as stated above.

It is to be ensured that the toilet (s) are maintained for their cleanliness during the office hours & Log book /chart to be maintained for conducting checks on 2 hourly basis.

DEEP CLEANING SERVICES PLAN on fortnightly basis on holidays. The waste from dustbin, dust etc. to be removed to dumping ground or to the designated place in the campus.

All the following consumables required for daily cleaning and upkeep of the outlet shall be arranged by the Contractor.

- ✓ Soft, Hard brooms
- ✓ Hand mops, rubber squeeze
- ✓ Double bucket and speedy mop mopping system.
- ✓ Cob Web and C shape brushes.
- ✓ Telescopic poles of required heights.
- ✓ Sponge dusters.
- ✓ Nylon hard bristle hand scrubbing brush.
- ✓ Toilet bowl cleaners
- ✓ Brass /chrome polish
- ✓ Glass cleaner
- ✓ Good quality disinfectant
- ✓ W C Brush

All the chemical/detergents/disinfectants/deodorants and other such consumables should conform to highest standards and should be water based and non-inflammable. All of the same should be bio degradable, environment friendly and should be used as per the manufacturer's instructions. PRL reserves the right to joint inspection of such materials and substandard materials found are liable for outright rejection; except liquid soap and toilet papers rolls.

B. Development of Horticulture:

- a. Watering the garden area daily in summer season, alternate days in winter, as and when required in rainy season, and/or as the case may be, to keep the plants in healthy condition.
- b. Application of (FYM) Farm Yard Manure - its application at 3 months interval – it should be powdered, cleaned and applied in appropriate quantity to the plants as per the instructions of Authorized Officials of PRL (USO).

- c. Lawn mowing –once in a week and edging, weeding regularly on day-to-day basis.
- d. The required electricity for electric lawn mower and water will be given by PRL (USO) free of cost.
- e. Raising of seasonal flowers – summer, rainy, and winter season by sowing the seeds, transplanting the seedlings and maintaining the same for cut flowers and for Flower show competition.
- f. Proper trimming of border plants and trimming the unwanted branches as and when required giving support to the plants
- g. Plant protection measures by using suitable insecticides & pesticides as per the directions of Authorized Officials of PRL/USO as and when required.
- h. The Contractor will provide all the necessary agro-chemicals like insecticides and pesticides and Termite treatment chemicals in a required quantity, as and when required and applied to the plants effectively as per the instructions and inspection of the Authorized Officials of PRL (USO).

Maintenance of horticulture services

- i. Cleaning the garden area- daily sweeping the lawns including picking up of litter and shifting of weeds, fallen leaves, and cut grass into the earmarked areas of PRL (USO).
- j. Contractor will not be allowed to take away cut grass/plants/twigs/bulbs/corms etc. or any other Horticultural materials out of PRL (USO) Campus (es). Proper approval is to be obtained for disposal of such listed items.

(Note: Clean up the site to the satisfaction by Authority)

IMPLEMENTATION PLAN

The successful bidder to implement all the horticulture services at each location and the proposed timing will be as per the instruction specific to the concerned area. It is to be ensured that the works should not hamper the normal activities of the PRL (USO).

Boatman services/Labour services

For rowing boats to and fro from Fatehsagar shore to the USO island observatory on daily basis and as and when required as directed by officer in charge.

Carry out the general work as directed by the USO/PRL officials.

Electrician’s services

Handle electrical maintenance & new work of entire building or campus as directed by the officials and strictly on supervision.

Day to day maintenance/repair of electrical equipment, street lights etc of the campuses.

Manpower Requirement for all Services:

Description of Work under Each category	Service Units for Deployment in various campuses of USO (in Nos.)
PART I - Supervisor - for House keeping, horticulture and boat services	1
Part-II -Housekeeping Services	
House Keeping (USO Main Campus, Hostel/Transit House, and Island)	5
Part-IV-Horticulture	
Labour	6
Part-VI-Boat Services	
Boat-man (Labour)	2
Labour for general work (Island)	1
Part - VII - Electrician	1
Total	16

Note: Man Power Requirement /Service Units may increase or decrease as per requirement.
Payment on actuals deployment of Personnel on site for the services.

Check list		
<i>Please check whether following have been enclosed in the respective covers, namely, letter of Pre-qualification Bid:</i>		
1	<i>Bid valid up to 120 Days</i>	Yes/No
2	<i>Evidence for experience of at least three years in Housekeeping/ Horticulture work</i>	Yes/No
3	<i>Evidence of Turnover of not less than 40%</i>	Yes/No
4	<i>Any accreditation/rating from an internationally reputed third party rating agency</i>	Yes/No
5	<i>Basic Information (Vendor)</i>	Yes/No
6	<i>Whether EMD enclosed with Technical Bid</i>	Yes/No
7	<i>Whether all documents which are mandatory are enclosed like registration certificate(s), tax registration and returns, work experience etc.</i>	Yes/No



भौतिक अनुसंधान प्रयोगशाला नवरंगपुरा, अहमदाबाद
Physical Research Laboratory, Ahmedabad - 380009

PART-B

PRICE BID

Name of Work: “Service Contract for Two Years for providing housekeeping, horticulture, Boatman/Labour, electrician and Supervisory services at various campuses of Udaipur Solar Observatory (USO) /PRL, Udaipur, Rajasthan (Two Bid System).”

NIT NO: - PRL/ADM-GN/USO/2018-2019/01

Dt.09.04.2018

Issued to M/s _____

रसीद संख्या Receipt No: _____ Dated: _____

जारीकर्ता Issued By:

Signature of contractor is mandatory in all pages of Price bid

Schedule - A

ABSTRACT OF SCHEDULES			
S. N.	PART	Description	Amount in Rs.
1	PART I	Supervision services	
		GST @18 % on Part I	
2	PART II	Housekeeping Services - A Manpower Services	
		GST @18 % on Part II Manpower Services	
3	PART III	Housekeeping Services - B (Material Supply)	
4	PART IV	Horticulture Services - A - Manpower Services	
		GST @18 % on Part IV Manpower Services	
5	PART V	Horticulture Services - B (Material Supply)	
6	PART VI	Boatman and General service	
		GST @18 % on Part VI	
7	PART VII	Electrician	
		GST @18 % on Part VII Manpower Services	
Cost Estimate Per Year			
Cost Estimate for Two Years			

The agency shall consider minimum wage for workers towards each unit applicable.

Any increase/decrease in the minimum wages subsequently during this period of contract by statutory body/ Government will be reimbursed / deducted on the production of documentary proof / evidence.

The agency shall obtain the PF Code under EPF and Miscellaneous provision act.

The applicable factor of employers towards P.F. shall be ensured by the department, failing which department will be free to take necessary action.

The quantities are indicative only. Payment on Actuals.
Agency has to invariably submit monthly bills with quantities.

Declaration: I/We accept all the terms and conditions of the tender.

Schedule - B

PART I - SUPERVISION SERVICES						
Item	Qty.		Description of Item	Rate	Unit	Amount
1	310.00	Unit	Providing services of supervision for horticulture works, house keeping and boat services as directed by Departmental officer.		Each	
			NOTE:--			
			(a) Supervisor shall be higher secondary (12th pass) and having the working experience of horticulture & House keeping jobs.			
			(b) One unit means the activity will be accorded as one unit engaged by contractor providing services as supervisor stated above for 8 hours excluding lunch break of half an hour.			
TOTAL						

Schedule - C

PART - II HOUSE-KEEPING SERVICES				
Item	Description of Item	Unit	Rate	Amount
	At the USO Main Campus, Hostel and Island			
	Cleaning work			
	USO Main Office premises: Sweeping and cleaning including mopping of all the building such as administrative building, stores, all office rooms, laboratories, buildings corridors, staircases, sub-station area, toilets (twice in a day), Security huts, surrounding area of the buildings, approach roads (black top surface, red soil and other kachcha roads), brick paving, side beam, plinth protection and around every building by removing dust, stones/ brick pieces, tree leaves, waste paper items, animal refuses, etc. dusting of furniture and fixtures, office records, books, mopping of floors, cleaning of water tanks with bleaching powder, glass panes/ cleaning of terrace area periodically as and when required, removing of cobwebs etc.			

	<p><u>USO Island Observatory:</u> Sweeping and cleaning including mopping of all Observatory building, all office rooms, pantry/ kitchen area, laboratories. Corridors, sub-stations area, security building, toilets (twice in a day), surrounding area of the buildings, approach roads (black top surface, red soil and other kachcha roads), bricks paving, side beam, plinth protection and around every building by removing dust, stones/ brick pieces, tree leaves, waste paper items, animal refuses etc. dusting of furniture and fixtures, office records, books, mopping of floors, cleaning of water tanks with bleaching powder, glass panes/ cleaning of terrace area periodically as and when required, removing of cobwebs, etc. The scope of the work includes collection, carrying and dumping/ disposing of the sweepings/ garbage daily at the decided place. All areas except terrace and water tank are to be cleaned daily. Terrace and water tank be cleaned periodically as per the instructions of USO/PRL.</p>			
	<p><u>USO Hostel/Transit House, and Staff Quarters Campus:</u> Sweeping and cleaning including mopping of transit-house/hostel, security hut, pantry/ kitchen area, corridors, sub-stations area, toilets (twice in a day), surrounding area of the buildings, approach roads (black top surface, red soil and other kachcha roads), bricks paving, side beam, plinth protection and around every building by removing dust, stones/ brick pieces, tree leaves, waste paper items, animal refuses etc. dusting of furniture and fixtures, mopping of floors, cleaning of water tanks with bleaching powder, glass panes/ cleaning of terrace area periodically as and when required, removing of cobwebs, etc. The scope of the work includes collection, carrying and dumping/ disposing of the sweepings/ garbage daily at the decided place. All areas except terrace and water tank are to be cleaned daily. Terrace and water tank be cleaned periodically as per the instructions of USO/PRL.</p>			
(I)	Labour Charges for housekeeping	1550		
				Total

Schedule – D

PART - III				
Requirement of house keeping items for including in the tender for one year				
Sr.No.	Items	Rate	Unit	Amount
1	Lizol 500 ml litre bottle		80	
2	Harpik 500ml bottle		100	
3	coline bottles 500ml		60	
4	Cleanig Cloth (metres)		60	
5	Table duster (Napkin for computer)		75	
6	Odonil (75 gm) Bath room freshner		100	
7	Fyniel (5 litre can)		15	
8	Liquid soap with dispenser (Lifebouy)		20	
9	Liquid soap (5 litre can)		10	
10	Toilet Tissue Paper roll		150	
11	Neptha Balls Packet-colorful with perfumed & ord. (doctor brand)		100	
12	Road Broom with stick		20	
13	Soft Broom		100	
14	Mosquitoes/fly/insect repellent) spray (700 gm dispenser)		15	
15	Glass/Table Dusters		100	
16	Mops Dry and Wet with stick		20	
17	Mops Frill Dry and Wet without stick		20	
18	Scrubbers		100	
19	W C Brush		10	
20	Dust Bin (metal/pvc - open type/with lid)		20	
21	Room freshner (Spray)		20	
22	Cob Web and C shape Brush		10	
23	Whipper		10	
24	Buckets (carry capacity - 20ltrs)		10	
25	Plastic Mug		10	
26	Liquid Dish wash (Vim) 500ml bottle		30	
27	Washing Powder (1 kg)		10	
28	Pine Cistern block		25	
	Total Rs.			

Schedule – E

PART-IV HORTICULTURE SERVICES					
Sl. No.	Qty	Description of Item	Rate	Unit	Amount
1		Maintenance of Lawn:			
		a) Cleaning the garden area -daily sweeping the lawns including picking up to litter and shifting of weeds, fallen leaves, and cut grass in to the earmarked areas for the campus or as required.			
		b) Watering the garden area daily in summer season, alternate days in winter and as and when required in rainy season (or as required in all reasons) as the case may be to keep the plants in healthy condition.			
		c) Application of (FYM) Farm Yard Manure- its application at 3 months interval or as required it should be powdered, cleaned and applied in appropriate quantity to the plants as per the instructions of Authorised officials of PRL.			
		d) Lawn mowing- once in a week and edging, weeding regularly or as required on day-to-day basis.			
		e) Patch work by planting the doob grass in rows in symmetry in either direction if need so.			
		f) Raising of seasonal flowers-summer, rainy and winter season by sowing the seeds, transplanting the seedlings and maintaining the same for cut flowers and for flowers and for flower show competition as required.			
		g) Proper training of border plants and trimming the unwanted branches as and when required giving support to the plants.			

		h) Plant protection measures by using suitable insecticides and pesticides as per the directions of Authorized officials of PRL as and when required.			
		Maintenance of different Trees, Shrubs, Border plants, Climbers, Bougainvilleas etc.			
		a) Cleaning daily or as required earmarked area of trees, shrubs, border plantations, climbers, bougainvilleas etc. by removing fallen trees, dried twigs, branches and other garden waste materials including the litter around and below the shrubs- to be shifted to earmarked area for disposal			
		b) Watering the plants with hose pipe daily in summer season, alternate days in winter and as and when required in rainy season (or as required in all reasons) as the case may be to keep the plants in healthy condition.			
		c) Application of (FYM) Farm Yard Manure- its application at 3 months interval or as required it should be powdered, cleaned and applied in appropriate quantity to the plants as per the instructions of Authorised officials of PRL.			
		d) Plant protection measures by using suitable insecticides and pesticides as per the directions of Authorized officials of PRL.			
		e) Hoeing, weeding, cleaning and making the plant basins (ring type basins) once in a week or as required.			
		f) Trimming the plants/ cutting the tree branches of all around the compound wall, along with the roads, near the different buildings of PRL and allied campuses and cutting of dried trees as and when required and shifting the cut logs/branches and twigs to the earmarked area for disposal.			

		g) Replacement of old dead by new ones and to ensure enough supply of air and water circular kiaries around the tree trunk are to be prepared.			
		Maintenance of pot plants at different places in PRL and its allied campus:			
		a) Watering the potted plants daily in summer season and alternate days in winter and as when required in rainy season (or as required in all seasons) as the case may be to keep the plants in healthy condition			
		b) Application of (FYM) Farm Yard Manure- its application at 3 months interval or as required it should be powdered, cleaned and applied in appropriate quantity to the plants as per the instructions of Authorised officials of PRL.			
		c) Re-potting and making potting mixture as required in all seasons.			
		d) Plant protection measures by using suitable insecticides and pesticides as per the directions of Authorized officials of PRL.			
		Note: One Unit means the activity will be accorded as one unit engaged by contractor provides services of gardener for 8 hours excluding lunch break of half an hour.			
	1860.00	Providing horticulture labour charges		Nos	
TOTAL					

Schedule – F

PART - V					
HORTICULTURE SERVICES					
Part - V Supply of Materials					
Sl. No.	Qty	Description of Item	Rate	Unit	Amount
1	10.00	Supply of approved quality garden kamp soil for lawn and plantation work including loading, mechanical transportation and unloading at site.		Cum	
2	25.00	Supply of approved quality Cow dung manure (FYM) for Lawn and plantation work including loading, mechanical transportation and unloading at site.		Cum	
3	30.00	Vermicompost (40 kg per bag)		Bags	
4		Planting Materials			
		Rising of seasonal flowers- summer, rainy, and winter season by sowing the seeds, transplanting the seedlings and maintaining the same for cut flowers and for flower show competition as required.			
		Good Quality Hybrid Seeds(Annuals) for			
(a)	5.00	Winter Season (Atleast 10-15 different Varities) Approx 10gms each)		Pkts	
(b)	5.00	Summer Season (Atleast 10-15 different Varieties) Approx 10 gms Each)		Pkts	
(c)	5.00	Rainy Season (Atleast 10-15 different Varieties) Approx 10 gms Each)		Pkts	
5		Materials			
(a)	2.00	Insecticides (Chloropyriphos, Monocrotophos, Roger, Endosulfon, Lindane, Aldrin etc.)		Lit	
(b)	2.00	Pesticides (Cypermethrin, Suldrin)		Lit	
(c)	2.00	Fungicides (Bavistin, Copper sulphate, Bodeaux Mixture, thiram, vitavax, Carbendazim, chaubatia paint etc.		Lit	
(d)	2.00	Weedicides (2, 4D, Round up, etc.)		Lit	
(e)	2.00	Foret		Kg	
(f)	200.00	Urea		Kg	
6		Supply of Different Horticulture Plants as per the list below all the plants should be healthy and one sample of each plant should be got approved by Officer Incharge			

(a)	9.00	Tecoma Gaudichudi		Nos	
(b)	7.00	Hamelia Patans		Nos	
(c)	7.00	Nerium Karan Pink		Nos	
(d)	7.00	Hibiscus Hawaii White		Nos	
(e)	7.00	Ixora pink		Nos	
(f)	6.00	Casurina Equisetifolia		Nos	
(g)	6.00	Fish tail palm		Nos	
(h)	50.00	Seasonal Flower (summer)		Nos	
(i)	200.00	Seasonal Flower (winter)		Nos	
(j)	6.00	Asopalav (Pendula)		Nos	
(k)	6.00	Ixora Red		Nos	
(l)	6.00	Cordia Sebetena		Nos	
(m)	6.00	Chandni (TMC)		Nos	
(n)	6.00	Gulmohar		Nos	
(o)	6.00	Amaltas		Nos	
(p)	6.00	Neem		Nos	
(q)	6.00	Kadam (5 feet high)		Nos	
(r)	6.00	Arica Palm (5 feet high)		Nos	
(s)	6.00	Kasid (5 feet high)		Nos	
(t)	6.00	Tabubiya Rosia (5 feet high)		Nos	
(u)	6.00	Piltofarm (5 feet high)		Nos	
(v)	6.00	Badam (5 feet high)		Nos	
(w)	6.00	Royal Palm (4 feet high)		Nos	
(x)	20.00	Croton		Nos	
(y)	50.00	Pitonia		Nos	
Total					

Schedule – G

PART - VI BOAT LABOUR SERVICES					
Item	Qty.	Description of Item	Rate	Unit	Amount
1	730	Providing boat labour services for rowing boats to and fro from Fatehsagar shore to the USO island observatory		Each	
2	310	Labour for Genral work on Island		Each	
	Note:	Boatman should preferably have working experience of rowing boats and swimming. Both Boatman and labour are semi skilled category.			
TOTAL					

Schedule- H

PART-VII - ELECTRICAIN - ITI					
Item	Qty.	Description of Item	Rate	Unit	Amount
1	310	Providing services for regular maintenance and upkeepments all the electrical equipments and allied instruments. Electrician should be available for any emergency services round the clock.		Each	
	Note:	Electrician should have ITI, have working experience of Electrical works and conern works. Electrician labour is Highly skilled category.			
TOTAL					

Schedule – I

Rate analysis for Daily Wages		
Sr. No.		Per Service Unit Per Day in Rs.
I	House Keeping labours (Unskilled) Minimum wage	
	Daily	
	Add: EPF @	
	Add: ESI @	
	Uniform Charges (per day)	
	Bonus @ 8.33%	
	Total	
	Add CP & OH in Rs.	
	Total	
	Rounded off	
II	Horticulture labours (Un-Skilled) Minimum wage	
	Add: EPF @	
	Add: ESI @	
	Uniform Charges (per day)	
	Bonus @ 8.33%	
	Total	
	Add CP & OH in Rs.	
	Total	
	Rounded off	

III	Boatman and labour (Semi skilled) Minimum wage	
	Add: EPF @	
	Add: ESI @	
	Uniform Charges (per day)	
	Bonus @ 8.33%	
	Total	
	Add CP & OH in Rs.	
	Total	
	Rounded off	
IV	Supervisor (Skilled) Minimum wage	
	Add: EPF @	
	Add: ESI @	
	Uniform Charges (per day)	
	Bonus @ 8.33%	
	Total	
	Add CP & OH in Rs.	
	Total	
	Rounded off	
V	Electrical workman(Highly Skilled, ITI) Minimum wage	
	Add: EPF @	
	Add: ESI @	
	Uniform Charges (per day)	
	Bonus @ 8.33%	
	Total	
	Add CP & OH in Rs.	
	Total	
	Rounded off	

Rate adopted as specified by Chief Labour Commissioner for _____class city vide Circular No. _____ on dated _____.

Note: One Unit means one service personnel engaged by contractor to provide services for 8 hours excluding lunch break of half an hour

Signature of the Bidder with Seal

Date:

Place:

End of Bid
