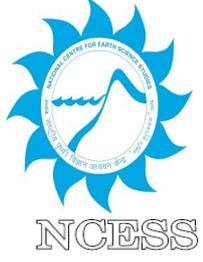




राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र  
NATIONAL CENTRE FOR EARTH SCIENCE STUDIES  
पृथ्वी विज्ञान मंत्रालय, भारत सरकार  
Ministry of Earth Sciences, Government of India



पी बी नं. 7250, आक्कुलम, तिरुवनन्तपुरम- 695011, भारत  
PB No. 7250, Akkulam, Thiruvananthapuram-695011, India

No. EAM-HK/1/2021-EAM-NCESS

22/01/2021

**TENDER DOCUMENT**

**Sub:- Tender form for contract of cleaning and maintenance of NCESS  
Building, Campus & Infrastructure for 2 years– reg.**

**National Centre for Earth Science Studies, invites e-tenders from eligible contractors FOR  
COMPREHENSIVE CONTRACT OF CLEANING AND MAINTENANCE OF NCESS  
BUILDING, CAMPUS & INFRASTRUCTURE FOR 2 YEARS**

Tender No: EAM-HK/1/2021-EAM-NCESS dated 22.01.2021

Last date for submitting tender : 02.03.2021 06.00 PM

Tender Opening Date : 04.03.2021 11.00 AM

The tender form and Terms and Conditions are given below:



**NATIONAL CENTRE FOR EARTH SCIENCE STUDIES**

Ministry of Earth Science Studies

PB No. 7250, Akkulam,

Thiruvananthapuram-695011

**TENDER FORM FOR COMPREHENSIVE CONTRACT OF  
CLEANING AND MAINTENANCE OF NCESS BUILDING, CAMPUS AND INFRASTRUCTURE  
FOR 2 YEARS**

**Tender no. EAM-HK/1/2021-EAM-NCESS dated 22.01.2021**

**TENDER FORM**

No	Details	To Be Filled by the Bidder
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Address of office in Trivandrum city	
4.	Mobile number Telephone Number	
5.	E mail ID <b>(mandatory)</b>	
6.	Registration No. and date (please attach copy of the registration certificate)	
7.	EPF employer code No.	
8.	ESI Employer Code	
9.	PAN Number (please attach copy)	
10.	GST Number (please attach copy)	
11.	Experience of the firm in similar cleaning contract in reputed Institutions, preferably Govt. Organizations, with minimum monthly amount of Rs. 1 Lakh. Minimum three contracts should be mentioned.  Name of the Institution, Period & Contact details (Enclose minimum 3 experience certificates issued by the Institutions. It should also certify that the monthly amount is equal to or above Rs.1 Lakh)	
12.	Makes of the cleaning materials to be used (bathroom cleaner, toilet cleaner, floor cleaner, tissue, soap solution)	

**DECLARATION**

- 1) The above facts are true to the best of my knowledge and I shall be held fully responsible for any wrong statement.
- 2) We accept that if we withdraw or modify our Bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of time decided by NCESS from being eligible to submit bids for contracts with NCESS.
- 3) I have read the tender notice and understood the terms and conditions for this work as laid down by National Centre for Earth Science Studies, Trivandrum and I agree to abide the terms and conditions of the contract and

also agree to undertake the work as per the description and as per rates quoted by me if my quotation is accepted.

4) Copies of the documents requested have been enclosed.

**Along with the Bids, the copies of the following documents are attached:**

1. Registration Certificate.
2. Experience Certificates (Minimum three numbers).
3. PAN
4. GST Registration

**Work details and Terms and Conditions**

NCESS has a building complex sprawling over an area of ~74500 Sq.ft at Akkulam comprising of an Administrative block including library, Directors cell, Auditorium and Five scientific blocks including laboratory, canteen building, COMAPS Building, SAF building, generator room, Security cabin, sheds and courtyard. The Contractor has to deploy cleaning persons for cleaning of the above premises and carry out the cleaning and maintain the electrical and plumbing infrastructure as per procedure detailed below:-

**Daily:**

- Sweeping and mopping of all the rooms and common areas/ floor area of all the buildings of NCESS including Administrative block, scientific blocks, canteen building & Security cabin. The Auditoriums (NILA/PAMBA/NEYAR) & Coffee Room should be swept and mopped or cleaned using vacuum cleaner twice in a week and for each function conducted there as required.
- Cleaning and washing of all toilets and sanitary installations including buckets, wall tiles etc. using brush and any suitable cleaning agents. Acid may be used if any stains are found in the toilets. This should be done before 8.45 AM and subsequently the toilets should be cleaned three times more (around 10.15 AM, 12.15 PM and 2.45 PM) and as and when necessary.
- Dusting and cleaning/wiping with neat cloth of all furniture items in all the rooms such as office tables, office chairs, visitor's chairs, work stations, telephone, reception tables, cupboards, stools etc.
- The entire courtyard in Science Block and Administrative block, roads and pathways should be swept to keep the surroundings neat and clean and washed if required.
- All the Dust Bins should be cleaned and washed.
- The waste materials should be disposed of in the specified locations as per instructions from the Centre. Only bio-degradable garbage bags should be used.
- Moving the small fallen branches of trees from the visible areas and paths, if wood cutting is not required.
- Watering the garden plants and lawns.
- Pumping the required water to the tank.
- Switching the generators as per consumption and capacity as per instruction.

**Two times in a month, preferably on 1<sup>st</sup> and 15<sup>th</sup> of every month:**

- Cleaning of the roof top of the buildings.
- Dusting, cleaning and wiping of all the window glasses and table glasses with cleaning powder.
- The plants growing on the buildings should be removed and the area should be repaired by applying cement.
- The leaves and branches of trees growing towards the building should be pruned to keep these at a healthy distance from the building.
- Sweeping of godown/ DG building.
- Cleaning of VC room using vacuum cleaner.
- Periodic checking of all taps and water connections by licensed plumber.

- Periodic checking of all electric connections and DGs by licensed electrician.

**Monthly:**

- Dusting of Library books, mainly using vacuum cleaner.
- Cleaning all the lamp shades, ceiling fans, wall bracket fans, pedestal fans, furniture items, steel racks, name boards, curtains and others in all the rooms, primarily using vacuum cleaner.
- Naphthalene balls & bathroom air fresheners should be placed in all toilets.
- The work of pest and rodent control treatment must be undertaken, preferably on every 2<sup>nd</sup> Friday or as and when required by us.
- Campus cleaning: The work involves complete and thorough cleaning of the entire outside surroundings on all sides and corridors of the buildings housing the administrative, science block, canteen, security gates (old and new), car parking area, generator room, pump houses (2 nos.), transformer, chemical lab store, CoP store, badminton court, areas adjacent to court, compound wall, ATM counter and surroundings etc. All the waste materials, bushes leaves, bricks etc on all the four sides of the entire area should be removed and cleaned, complete in all respects as per the instruction from the office.

The contractor has to ensure that:

The wild bushes are cut and removed.

Undergrowth of the shrubs are removed.

Herbs are properly removed.

Leaves and branches of plants obstructing the pathways and courtyard are pruned

The paths and road ways are properly cleared and cleaned.

All the waste materials collected are removed and properly dumped in the space provided in the campus.

**Works to be done as per requirement:**

- Replenishing the required tissue papers and soap solutions in the dispensers in the toilets.
- Cleaning of pump houses.
- Placing rat traps as required and disposing of the trapped rodents.
- For the following electrical and plumbing works, only the licensed persons should attend and the required materials will be provided by the Centre or reimbursed to the contractor upon production of bills.
- Resolving water leaks immediately.
- Removing any blocks in sewage lines.

- Changing the damaged pipes, valves, health faucets etc.
- Changing electrical installations like bulbs, tubes, fans, plugs, regulators etc.
- Resolving short circuits and power failures due to internal issues immediately.

**Conditions:**

- 1) The intending bidders may read out and clearly understand the Terms and Conditions. All statutory dues are to be remitted by the contractor. TDS will be deducted as per rules.
- 2) The bid document can be seen and downloaded from website [ncess.gov.in](http://ncess.gov.in). The tender form should be filled and submitted in PDF format. The price bid (BOQ) in excel format should be downloaded from e-procurement website - [eprocure.gov.in/e-procure/app](http://eprocure.gov.in/e-procure/app) and submitted. The quotation files (PDF & BOQ) should be submitted by e-procurement by 'logging on' in the website [eprocure.gov.in/e-procure/app](http://eprocure.gov.in/e-procure/app). No hard copy is required.
- 3) The bidder should provide a list of at least 3 similar cleaning contract in reputed Institutions, preferably Govt. Organizations, with minimum monthly amount of Rs. 1 Lakh, giving Name of the Institution, Period & Contact details. Minimum 3 experience certificates issued by these Institutions should be provided with certification that the monthly amount is equal to or above Rs.1 Lakh).
- 4) The bidder should have proper office in Thiruvananthapuram city limits.
- 5) The tenderer should see the document for details of the tender conditions and pre-qualification criteria in their own interest, in the website.
- 6) The Director, NCESS reserves the right to accept or reject all or any of the quotations without assigning any reason.
- 7) Payment will be made against the bills, duly verified and certified by NCESS after each month. Payment will be made only through PFMS, bank transfer.
- 8) The quoted amount is inclusive of tax.
- 9) A supervisor should be assigned who will be responsible for the works. He should be available in the Centre on all working days. He should always be available over mobile phone.
- 10) At least two cleaning staff should be available till 5.30 PM on all working days.
- 11) All works mentioned (including monthly / twice in a month) may have to be done as per request if there is any immediate need.
- 12) All the required cleaning materials, buckets, brooms, mops, brushes, solutions, garbage bags, Naphthalene balls, bathroom air freshener, a vacuum cleaner, a shovel and ladders should be kept by the contractor within the campus. The materials should be periodically changed.
- 13) Transportation of staff / equipments required for cleaning in and out of the campus shall be the sole responsibility of the service provider. No TA shall be paid to them in any circumstances.
- 14) Uniforms or badges should be used by the cleaning staff to be recognized. The names and

details of the staff should be intimated in advance. The entry and exit should be marked in the registers at the gate.

- 15) All safety materials should be provided by the contractor to the workers, especially for those who climb over the buildings. In case of accidents, the contractor will be responsible for compensation and the Centre will have no liability.
- 16) The quoted amount will be the monthly amount. It will be the fixed amount. No change will be allowed for additional or less working days of the various months. The rate will not increase or decrease based on the changes in any external laws concerning the workers like EPF, ESI, minimum wages etc. The changes in GST rate will be admitted. In case of any closure of part of buildings for renovation work, which is likely, no increase/decrease in the rate will be made.
- 17) The contractor should ensure that the minimum wages as prescribed by the governments from time to time are given to the workers.
- 18) The Contractor shall at his own cost provide all the required cleaning materials of 1<sup>st</sup> quality. The make of the materials to be used should be mentioned in the bid and the Centre reserves the right to insist on supply of samples and to reject the bids if the materials are of lower quality. The bids will be evaluated for qualification based on the information and the documents submitted. The past experience and the quality of materials mentioned in the bid will also be factors in determining the qualification. The decision on the quality of the materials by the Centre will be final. The cleaning materials should be shown to the staff of the Centre at the time of usage and if found to be of inferior quality at that time, the Centre has the right to reject these and insist on usage of superior quality materials.
- 19) The Contractor shall be solely responsible for ensuring that the premises are tidy, and shall make all arrangements to take corrective actions to attain the deliverable. It is the sole responsibility of the Contractor to assure that the workers comply with the deliverables.
- 20) The cleaning work should be supervised by the supervisor. They should also adhere to instructions of the officers and also the Security Staff of NCESS to ensure that the works are carried out to the at most satisfaction of NCESS.
- 21) The Contractor should compensate the NCESS for any loss or theft or pilferage of any materials of NCESS campus or any damage to premises or plant or equipment or machinery caused due to the negligence and or dereliction of duty of the workers engaged by the contractor.
- 22) The Contractor shall not claim any damages or compensation or reimbursement of any expenses incurred. The Contractor must provide necessary insurance coverage at his own cost for the workers deputed by him for the works in the NCESS.
- 23) In the event of any dispute arising in pursuant to this agreement, the courts in Trivandrum alone shall have jurisdiction.
- 24) The workers deputed by the contractor for the aforesaid works in the NCESS shall be the employees of the contractor in all respect and there shall not be any employer-employee relationship between the NCESS and the said workers.
- 25) The Contractor shall ensure coverage and timely remittance of Employee State Insurance, Employees Provident Fund and such other statutory coverage. The expenditure on this shall

be borne by the contractor and proof of remittance of the contributions should be produced as and when demanded by the NCESS.

- 26) The contractor has to ensure that enough workers engaged by the contractor to carry out the work as per the deliverables and the terms and conditions of this contract.
- 27) The contractor has to ensure that the engaged workers discharge their duties with due diligence, alertness and efficiency.
- 28) The contractor will be required to replace any or all the workers if requested by NCESS.
- 29) It is to be distinctively understood that the workers engaged and deployed for cleaning work at NCESS shall have no right to employment or to any other claims with the NCESS.
- 30) The contractor shall abide by the instructions of the NCESS from time in respect of the aforesaid works in NCESS and shall agree to attend to the works on all working days. If work is necessary to be carried out on any holiday due to national days or the visit of any VIP etc., those days will be treated as working days.
- 31) The maintenance works of plumbing and electrical facilities will be limited to the maintenance of the existing facilities and exclude the work of providing additional facilities.
- 32) The contractor should use modern technologies and tools.
- 33) The **period of contract will be for two years**. However, if the contractor fails to carry out the work satisfactorily, the contract will be terminated with one month's notice from NCESS. Further extensions will be decided at the discretion of the Centre on mutual agreement.
- 34) **The successful bidder must deposit in the account of the Centre Rs.2,00,000/- as security deposit which will be refunded at the end of the period without any interest.**
- 35) If the service provided by the contractor is not satisfactory, the contractor does not do the work or the contractor / their staff cause damages, the Centre will impose penalty which will be deducted in the monthly payment. The Centre has also the right to forfeit security deposit fully or partially. The decision on the imposition of penalty/forfeiture by the Centre will be final.

**Senior Manager**