



भारत सरकार  
GOVERNMENT OF INDIA  
केन्द्रीय जल आयोग  
CENTRAL WATER COMMISSION  
माही मंडल  
MAHI DIVISION

तीसरी मंजिल,  
3rd Floor,  
नर्मदा तापी भवन  
Narmada Tapi Bhawan  
सेक्टर 10- ए Sector 10-'A'  
गांधीनगर 342010  
Gandhinagar-342010  
दूरभाषन 0 079 23239509  
Tele Fax No.079-23239509  
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पत्र सं : ममं/09W/04/10/HQ-MD/

दिनांक :

कोटेशन आमंत्रण सूचना

**Notice Inviting Quotation**

Sealed quotations Super scribed with “**Cleaning and Sweeping of CWC offices at Narmada-Tapi Bhawan, Gandhinagar**”, is invited on behalf of the President of India by this office from the reputed parties/ firms as per details, terms and conditions given below. The quotations should reach this office latest by 15.00 hours on or before 23/12/2011 and the same will be opened on the same day at 15.30 hours in the presence of the quotationers or their authorized representatives, if any.

**A. Price Schedule:**

Sl. No	Description of works	Rate per month ( ` )	
		In figure	in words
1.	Cleaning and Sweeping of the entire CWC offices at Narmada-Tapi Bhawan, Gandhinagar (Details as per scope of work)		
2.	Service Tax if any		
	<b>Total</b>		

**B. Scope of work:-**

1. The agency has to carry out the work of cleaning toilets, sweeping, wiping, office at all floor, terrace, chhajjas, compound and surrounding out side boundary wall of the building premises with in the compound, with-in rooms, lifts etc. They have to clean webs, walls at all floors, terrace, compound and garages daily, except on Sunday and National holidays, and disposal of the garbage at the identified place as decided by concerned Govt. Authorities.
2. The agency shall have to clean all the Fans at least twice in a year and Doors, Windows and Glasses at least once in a month.
3. The agency shall have to clean the dustbins with detergent powder at least once in a month.
4. The agency shall attend clearing of choked sewer line/Water closets; drain pipes etc. when ever required.
5. At least once in a week staff members should be available during office hours i.e. 11.00-12.00 Hrs to check the requirement from the officials, if required the agency have to attend in day time also.
6. The agency has to clean the walls and ceilings at least once in a month and as and when required
7. They have to maintain a daily duty chart/ statement and signed it by the in charge i.e. J.E.(HQ) or other official deputed for this work and submit a Xerox copy along the bill.
8. The agency shall inform the names of staff deployed along with proof of residential address and shall issue Identity Cards to them.
9. All the necessary materials required for cleaning and sweeping shall be supplied by the department.

**C. Timing of works:-**

Agency shall attend the works between 06.30 AM to 09.30 AM in summer, 07.00 AM to 09.30 AM in winter and complete the work before starting the office hours on part time basis.

**D. Penalty for absent and complaint:-**

1. Fine, if imposed by the concerned Govt. authorities due to improper disposal of garbage, the same shall be recovered from the agency.
2. Twice the proportionate amount shall be deducted from the bill for absence from duty i.e. (Monthly payment ÷ No of working days ) X No. of days of absence) X 2.

**E. Payment terms & Eligibility/credentials:-**

- (a) The details of past experience of similar type of works to any Govt. /PSU / other organization during last five years with copies of orders, the date of Execution of the order and the performance report if any should be submitted by the Agency along with the quotation. The Agency should confirm service tax payer criteria.
- (b) The payment shall be made on monthly basis after completion of satisfactory work and within 15 days after submission of the bill in duplicate.

**F. General terms and condition:-**

1. (a) The quotation shall be accompanied by earnest money of ` 1500.00. The contractor / firm shall have to deposit an amount of ` 1500.00 (Rupees one thousand five hundred only ) as earnest money by D.D. of scheduled bank in favour of Executive Engineer, Mahi Division, CWC, payable at Gandhinagar or by cash with the cashier of this office and the receipt be attached, with placed in the separate envelope meant for earnest money. Both the envelope shall be submitted together in the sealed envelope. Quotation of only those contractor / firm shall be opened whose earnest money receipt placed in the other envelope is found to be in order.  
(b) The earnest money of the bidders of unsuccessful quotations shall be refunded.  
(c) The earnest money of the bidder of the successful quotation is liable to be forfeited in case, not carrying the work on award. **Quotation without proper EMD or EMD in other form shall be rejected and rates will not be read out.**
2. The contractor shall have to deposit 5% of the amount of the contract value in the form of performance guarantee in favour of Executive Engineer, Mahi Div, CWC, Gandhinagar on receipt of letter of acceptance. Security deposit is liable to be deducted from the running bills @10% till total amount of security deposit and performance guarantee achieves 10% of the contract value.
3. The rates should be inclusive of all other taxes if any and shall be valid for minimum a period of one year after starting the work.
4. The quotation should be valid for 60 days for acceptance.
5. This office reserves the right to reject any or all the quotations without assigning any reasons.
6. The competent authority on behalf of President of India reserve to himself the right of accepting the whole or any part of the work and the firm shall be bound to perform the same at the rate accepted.
7. The agency shall be responsible for any loss or damage to the property caused by the agency or its worker in the course of work. The Executive Engineer shall have the right to make good the losses by adjusting the same from the payment due to the agency.
8. The "Department" reserves the right to extend/ reduce the period of contract without assigning any reasons.
9. In case of any dispute, the decision of the "Executive Engineer" will be final and binding.
10. If any person of Agency is found in drunken state or found misbehaving while on work or unfit for work, such person shall be replaced immediately at the absolute discretion of "Executive Engineer" or his representative.
11. The department will not be responsible for death / injury sustained to the workers during the Performance of their duties and also for any damage or compensation due to any dispute between the agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. The agency will be responsible for the payment of compensation.

12. The department reserves the right to terminate the contract without stating any reason at any time.
13. **The staff deployed by the agency shall not be entitled to regular employment and any other facility at any stage in Central Water Commission.**
14. The services will be reviewed every month & can be terminated at any time if found unsatisfactory.
15. Any other rules of CPWD codes and its amendment, as applicable, will be binding on the successful quotation for this deal.

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[वाई.एस.वाष्णेय]  
अधिशारी अभियन्ता

सेवा में

Copy for kind information to the:-

1. Superintending Engineer (C), NTBO, CWC, Gandhinagar.
2. Superintending Engineer, HOC, CWC, Gandhinagar.
3. Director, Monitoring Directorate, CWC, Gandhinagar.
4. Director SM Dte. CWC, New Delhi with request to put it on web site please.
4. Assistant Account Officer, Mahi Division, CWC, Gandhinagar.
5. Assistant Engineer (Communication), Mahi Division, CWC, Gandhinagar.
6. Notice board.