



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, रायबरेली

(औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकारका एक स्वायत्तशासी संस्थान)
नाईपर रायबरेली ट्राजिट कैम्पस, बिजनौर – सिसेंडी रोड, अहमदपुर उर्फ कमलापुर, पो0 – मैती, सरोजनी नगर,
लखनऊ (यू0पी0) – 226002

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, RAEBARELI

(An Autonomous Institute under Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India)
Transit Campus of NIPER Raebareli, Bijnor - Sisendi Road, Ahmadpur urf Kamlapur, PO- Maiti, Sarojini Nagar,
Lucknow (UP) - 226002

Web: www.niperraebareli.edu.in

TENDER DOCUMENT

FOR

PROVIDING

Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation, Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work at Transit Campus of NIPER-Raebareli, Lucknow

Cost of the Tender Rs. 1000/- (Non - refundable)

Date of Tender Issue :	20/02/2020 at 10:00 A.M.
Last date of Tender submission :	06/03/2020 upto 11:00 A.M.
Opening of Technical Bids :	06/03/2020 at 11:30 A.M.

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Phone: 0522-2497903 Web: www.niperraebareli.edu.in

No. NIPER-RBL/Cleaning/2019-20

Date: 20.02.2020

NOTICE INVITING TENDER

National Institute of Pharmaceutical Education & Research (NIPER) Raebareli, invites sealed tenders under Two-Bid system for Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work at Transit Campus of NIPER-Raebareli, Bijnor - Sisendi Road, Near CRPF Base Camp, Sarojini Nagar, Lucknow from those contractors who have successfully carried out similar work for Central / State Government, Semi-Government, Autonomous bodies and Public Sector undertakings.

1.	The Approximate cost of the work	Rs.41,47,817/-
2.	Cost of Tender documents	Rs.1000/- (Non Refundable)
3.	Date & Time for collecting / downloading Tenders	20.02.2020 - 05.03.2020 (10 A.M. to 4 P.M.)
4.	Earnest Money	Rs. 82,956/-
5.	Date and Time for submission of Tenders	06.03.2020 upto 11:00 A.M.
6.	Date and Time of Opening of Bid (Technical)	06.03.2020 at 11:30 A.M

For complete tender documents are available for viewing and downloading at <http://www.niperraebareli.edu.in> If downloaded, its cost shall be paid along with the bid document.

Director



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NOTICE INVITING TENDER

National Institute of Pharmaceutical Education & Research (NIPER) Raebareli, invites sealed tenders under Two-Bid system for Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work of NIPER Raebareli at Transit Campus of NIPER-Raebareli, Bijnor - Sisendi Road, Near CRPF Base Camp, Sarojini Nagar, Lucknow from those contractors who have successfully carried out similar work for Central / State Government, Semi-Government, Autonomous bodies and Public Sector undertakings.

Sr. No	Description of work	Estimated cost	Earnest Money	Cost of Tender Documents	Duration of work
1	Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work of NIPER Raebareli at Transit Campus of NIPER-Raebareli, Lucknow.	Rs.41,47,817/-	Rs.82956/-	Rs. 1000/-	One year

The Contractor should fulfill the following requirements:

1. The tenderers should have successfully completed at least three similar jobs, each of value of Rs.16,59,127/- i.e. 40% of estimated cost or two works each of value of Rs.20,73,909/- i.e. 50% of estimated cost or one work of Rs.33,18,254/- i.e. 80% of estimated cost in the preceding five years in National Laboratories/Institutes of Central Govt./ Semi Govt./ Autonomous Bodies/ Public Sector of repute are eligible to apply.
2. Satisfactory completion certificate of appropriate value of work and certificate showing annual turnover for minimum two preceding years for not less than 50% of the estimated cost.
3. Contract Labour License issued under CL (R&A) Act, 1970 (Central).
4. Self Attested copy of Registration Certificate from EPF/ESIC/GST authorities.
5. Proof of Average Annual turnover supported by audited Balance Sheet;
5. Self Attested copy of PAN card.
6. Proof of submission of ITR in the preceding two years.

Tender /documents of contractors not producing proof of possessing of item No.1 to 6 mentioned above are liable to be rejected.

Contractors fulfilling above conditions may apply in writing to Director, NIPER with copies of valid Labour License, ESIC, EPF and GST registration & performance certificates along with Rs. 1000/- (non-refundable / non-

transferable tender cost) by D. D drawn in favour of NIPER, payable at Lucknow for purchase of tender document on all working days from 20.03.2020 to 05.03.2020 between 10.00A.M to 4.00 P.M.

Tender/ Document can also be downloaded from NIPER Institute **website: [http:// www.niperraebareli.edu.in](http://www.niperraebareli.edu.in)** and in that case, tender cost should be attached with the tender as per procedure mentioned above, failing which the tender shall be rejected. The Bank Draft towards the cost of Tender should be prepared within the sale period of tender document and should be submitted along with the tender in a separate envelope marked "**Cost of Tender Documents**" failing which the tender shall be rejected.

Duly filled in sealed tenders in a sealed envelope along with Demand Draft of **Rs. 82956/- (Rupees Eighty Two Thousand Nine Hundred Fifty Six only)** towards Earnest Money Deposit drawn in favour of NIPER, super scribed with 'Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work' at Transit Campus of NIPER Raebareli, Lucknow, addressed to Director, NIPER, Raebareli shall be dropped in the NIPER Tender Box kept in the reception near main gate of **National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of NIPER-Raebareli, Bijnor - Sisendi Road, Near-CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow - 226002**. Tenders will be received up to 11:00 AM on 06.03.2020 and will be opened on same day at 11:30 AM in presence of the tenderer or their authorized representative, if any, present at the time of opening of tender. **Tenders received after due date/time or without EMD shall not be considered.** Tenders received by FAX/ email will not be entertained.

Director, NIPER, Raebareli reserves the right to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially, without assigning any reason thereof.

Director



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Phone: 0522-2497903 Web: www.niperraebareli.edu.in

GENERAL TERMS AND CONDITIONS

(To be signed by the contractor or his authorised representative in all the pages as a token of acceptance of the terms and conditions and submitted along with the Tender form)

1. Sealed tenders should be dropped in the **Tender Box kept in main gate of National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of NIPER-Raebareli, Bijnor - Sisendi Road, Near-CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow-226002**. The envelope containing the tender should be superscripted with name of the work and due date & time of opening of tender.

Tender should be submitted in double sealed cover and should contain the self-attested copies of the following:-

- (i) Proof of Registration of the Firm
 - (ii) Experience/credential Certificate.
 - (iii) Satisfactory completion certificate of appropriate value of work and certificate showing annual turnover for minimum two preceding years for not less than 50% of the estimated cost.
 - (iv) Copy of Labour license issued under contract labour (Regulation & Abolition) Act 1970.
 - (v) Attested Copy of PAN card
 - (vi) Proof of up to date Income Tax paid along with Bank statement in the preceding 2 years (for the proof of sound financial position)
 - (vii) Registration of GST.
 - (viii) Allotment of EPF and ESIC code.
 - (ix) Copy of partnership deed, in case of partnership firms.
 - (x) Demand Draft for Earnest money.
 - (xi) Tender document duly signed and seal on each page by authorized signatory.
2. **ONE BID PER BIDDER:** - Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
 3. **COST OF BID:** - The bidder shall bear all costs associated with the preparation and submission of his bid and the NIPER will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
 4. **VISIT TO TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW:** - The bidder required to provide the requisite services to National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of NIPER, Raebareli, Bijnor - Sisendi Road, Near-CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow - 226002 and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the Transit Campus of NIPER Raebareli, Lucknow and is aware of the operational conditions prior to the submission of the tender documents.
 5. **BID OPENING AND EVALUATION:-**
 - 5.1 The authorized representatives of the Tender Opening Committee Constituted by the Director, NIPER, Raebareli will open the Prequalification Technical Bids in the presence of the Bidders or of their authorized representatives who wish to attend at the appointed place and time.
 - 5.2 The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditional bids will also be summarily rejected.

- 5.3 Subsequently, the selected technical bids will be evaluated by a committee constituted by the Director, NIPER.
- 5.4 Financial bids of only technically qualified bidders will be opened for evaluation in the presence of qualified bidders.
6. **RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**
- 6.1 The Director, NIPER is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- 6.2 NIPER may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings etc.
- 6.3 NIPER may terminate the contract and forfeit the EMD in the event of the successful bidder fails to furnish the Performance Security within ten working days from the date of issue of award letter or fails to commence the work within stipulated period as indicated in the award letter.
7. **AWARD OF CONTRACT:-**
- 7.1 NIPER will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 7.2 NIPER will communicate the successful bidder by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Award Letter") shall prescribe the amount which NIPER will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 7.3 The successful bidder will be required to execute an agreement in the form specified in Annexed hereto within a period of 7 days from the date of issue of Award Letter.
- 7.4 The successful bidder shall be required to furnish a Performance Security within 10 working days of receipt of Award Letter for an appropriate amount in the form of an Demand Draft / On line payment from a commercial bank in favour of NIPER, Raebareli. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case, the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 7.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.
8. **SUBMISSION OF BIDS:-**
- 8.1.1. The bidder shall submit the Pre-qualification Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed on the top of the envelope "Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work' at Transit Campus of NIPER Raebareli, Lucknow" and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.
- 8.1.2. The sealed cover of Pre-qualification Technical Bid should consist of the following documents: -The bidder shall submit the Bid in a sealed cover duly superscribed.
- (a) Bid Security (Earnest Money Deposit) for an amount of **Rs. 82,956/-** in the form of an Account Payee Demand Draft from a scheduled bank in an acceptable form in favour of NIPER Raebareli payable at Lucknow.
- (b) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole

proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

- (c) Self attested copy of PAN No.;
- (d) Self attested copy of GST Registration Number;
- (e) Self attested copy of Valid Registration No. of the Agency/Firm;
- (f) Self attested copy of valid Employees Provident Fund Registration Number;
- (g) Self attested copy of valid ESIC Registration Number;
- (h) Self attested copy of valid Licence and Number under Contract Labour Act or under any other Acts/Rules;
- (i) Proof of Average Annual turnover supported by audited Balance Sheet;
- (j) Proof of experience of last five years supported by documents from the concerned organizations; and
- (k) Duly filled and signed Annexures- I, II, IV, V & VI.

8.1.3. The sealed cover of Financial Bid should contain **Annexure- IV** i.e. Financial bid in original in separate envelope duly filled in figures and words.

8.1.4. All the sealed cover shall be addressed to the **Director, National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of NIPER, Raebareli, Bijnor - Sisendi Road, Near CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow - 226002** and will be put in the BOX, placed in Security room at the Main Gate of Transit Campus of NIPER, Raebareli, Lucknow Campus, Lucknow.

8.1.5. The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

- 9. **The Tenderer should enter the amount quoted by him in figure and words only in respective columns of the Tender Paper and should sign at the bottom of all the pages of the Tender Paper. The tender is liable to be rejected in case of any wrong entry.**
- 10. The Sanitation/general upkeep work as required by Transit Campus of NIPER-Raebareli, Lucknow is detailed in the **ANNEXURE -III** supplied with the Tender document.
- 11. No child labour practice is allowed and no female labourer below 18 (eighteen) years and above 50 (fifty) years of age should be deployed.
- 12. The minimum estimated staff strength for Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work at Transit Campus of NIPER Raebareli, Lucknow is as follow:-

Area	Workers for Skilled (Electrician)	Workers for Skilled (Plumber)	Workers for Laboratory work	Workers for sanitation & cleaning
Transit Campus of NIPER, Raebareli	One	One	Five	Seven

- 13. The personnel deployed by the contractor for the job shall be duty bound to wear at all the times the Identity Cards issued by the Contractor with the approval of Authorities for the purpose. Failure to wear the I.D. badges in any reason whatsoever will be treated as breach of contract terms and action will be taken as per contract agreement.
- 14. Interpolation/insertion of conditions by the bidder in financial bid would result into cancellation of the bid.

15. The rates as asked for in the NIT should only be quoted in the form/mode asked for lest the bid would not be considered for evaluation.
16. Performance security needs to be arranged for if the rate quoted is not at par with the estimated cost of the tender and the sum will be the amount that falls short of estimated cost that is projected in NIT and this will be in addition to the Performance Guarantee.
17. **The Contractor would indispensably be responsible for discharge of all the statutory liabilities in accordance with the laws by which the Firm is governed.**
18. The Contractor shall have to furnish Bank Guarantee from any Nationalised Bank of the Locality of an amount equal to one month's bill within 30 (thirty) days of the commencement of the contract or payment of 1st bill whichever is earlier.
19. The contractor should submit monthly bill in triplicate duly certified by the concerned Officers for payment on or before 5th day of every month.
20. The contractor shall have to pay wages to the personnel deployed by him in accordance with instructions issued under minimum wages and Labour Act and all other dues under various regulations and other statutory provisions issued by the concerned Authorities from time to time. Pension Scheme applicable, if any, shall have to be implemented by the contractor.
21. The character and antecedents of each and every personnel deployed for Transit Campus of NIPER Raebareli, Lucknow duty should be certified by the firm in writing. The list of all the personnel along with their permanent address, recent photographs with signature must be submitted within 30 (thirty) days from the commencement of the contract in duplicate.
22. The Tenderers shall have to submit valid document that their Firm is registered or possess license. They shall also have to submit proof of Income Tax up to date in respect of the latest Assessment Year along with the Tender Document.
23. The successful Tenderer will have to submit valid license regarding engagement of labourers for sanitation job and general upkeep from the Regional Labour Commissioner, Ministry of Labour, Govt. of India, Lucknow upon award of Work under the contract within 90 (ninety) days. He/They shall also have to satisfy and comply with any statutory requirements such as insurance, Income Tax deduction etc., and provide documentary evidence to NIPER Raebareli when asked for.
24. Income Tax and any other statutory Taxes applicable will be deducted at Source from all bills as per Tax Acts, wherever applicable.
25. No accommodation will be provided to the Contractor/persons deployed by the contractor in any reason whatsoever. However, a space for keeping their tools and tackles may be provided free of cost if requested but cannot be guaranteed.
26. The contractor shall have to enter into a Formal Agreement and the same shall be valid for a period of ONE YEAR extendable or curtailed at the discretion of the Competent Authority depending upon need and performance basis. The contractor shall have to abide by the terms and conditions, apart from those given above, which the Competent Authorities decides to enter in the Formal Agreement.
27. The contract agreement can be terminated at any time by giving three months notice from the contractor's side and one month's notice from the NIPER Raebareli side.
28. Tenders along with the enclosures as mentioned in the Tender Paper, enclosed in a sealed cover and superscribed 'Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and Providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work' at Transit Campus of NIPER-Raebareli, Lucknow with **NIT No NIPER-RBL/Cleaning/2019-20** and Due Date should be dropped in the NIPER. Tender Box kept in the main gate of National Institute of Pharmaceutical Education and Research (NIPER), Transit Campus of

NIPER-Raebareli, Bijnor - Sisendi Road, Near-CRPF Base Camp, PO- Mati, Sarojini Nagar, Lucknow - 226002 on or before 11.00 A.M. of 06.03.2020. No late tenders will be accepted on any account whatsoever.

29. The Director, NIPER does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting or rejecting the whole or any part of the tender without assigning any reason thereof and his decision on the Tender will be final.
30. The successful contractor is expected to comply with the Employees Provident Fund & Miscellaneous Provisions Act 1952 & Employee State Insurance Act, 1948 without fail. In the event of not complying with the said acts the Contractor is liable to be blacklisted.
31. On award of the contract, the contractor shall deposit 10% of the contract/ tendered value after adjustment of E.M.D. in the form of DD/ Banker's Cheque drawn in favour of Director, NIPER, as security money. The security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss or damage if any sustained by the institute on account of failure or negligence on his part/ or the part of any of his workers.
32. The Tenderer shall declare if any of his relative is posted in NIPER. He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and who are related to any of the employees working in NIPER.
33. The contractor shall be paid on monthly basis by cheque against the monthly bill raised for the job executed by him during preceding month on certifying that the work has been done satisfactorily, by the person authorized by NIPER.
34. In the event of unsatisfactory performance of the work deductions up to 10% of the monthly bill amount will be made as a measure of penalty.

The above terms and conditions are acceptable to me/us shall abide by the decision taken by the Director, NIPER on this tender

Date:

Signature of the Tenderer
(with Seal)

Name:.....
Position:.....
Address.....

ANNEXURE-I

TENDER FORM FOR PROVIDING SPECIALIZED CLEANING & ALLIED SERVICES TO NIPER, ANIMAL HOUSE, SANITATION & CLEANING AND PROVIDING OF MANPOWER FOR ELECTRICIAN, PLUMBER, HOUSEKEEPING AND LABORATORY WORK AT TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW.

#	Cost of tender : Rs1000/- (Non-refundable)	Affix duly Attested P.P. Size recent photograph of the authorized representative of the prospective bidder.
1.	Due date for submission of tender	
2.	Opening time and date of tender	
3.	Name, address of firm/ Agency and Telephone numbers.	
4.	Registration No. of the Firm/ Agency	
5.	Name, Designation, Address & Tel. No. of Authorized person of firm/ Agency to deal with	
6.	Please specify as to whether tenderer is sole proprietor/Partnership firm/ Company or any other establishment.	
7.	Name, Address and Telephone No. of _____ Directors/partners etc. be specified _____	
8.	Copy of PAN card issued by Income Tax Dept. & Copy of previous Financial Year's Income Tax Return	
9.	Provident Fund Account No.	
10.	ESIC Number.	
11.	Licence number under Contract Labour (R&A) Act 1970	
12.	GST Registration No.	
13.	Details of Bid Security deposited: (a) Amount: DD No. (b) Date of issue: (c) Name of issuing Bank	
14.	Authorisation/ Power of Attorney	
15.	Any other information:	

Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address
(With Seal)

CHECK-LIST FOR PRE-QUALIFICATION BID

Sr. No.	Documents asked for	Yes / No
1.	Has the bid Document been issued to you	
2.	Have you downloaded it from NIPER website?	
3.	Bid Security (EMD) of Rs. _____ (Rupees in words.....) in the form of DD issued by any scheduled bank in favour of _____ valid for 90 days beyond the Tender validity period.	
4.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, and address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
5.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
6.	Self-attested copy of GST Registration No.	
7.	Self-attested copy of valid Registration number of the firm/agency.	
8.	Self-attested copy of valid Employee Provident Fund Registration number.	
9.	Self-attested copy of valid ESIC Registration No.	
10.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
11.	Proof of experiences of last five financial years along with satisfactory performance certificates from the concerned employers.	
12.	Annual returns of previous three years supported by audited balance sheet	
13.	Any other documents, if required.	
14.	Declaration if tender document downloaded from NIPER website www.niperraebareli.edu.in (i) Have you submitted the application fee/tender document cost in the form of DD?(<u>DD should be prepared before the scheduled closure of sale of Tender Documents .</u>) (ii) Have you submitted the “undertaking” that you will accept the tender document as available in the website and your tender shall be rejected if any tampering is there in the tender document thus submitted?	
15.	Whether all the documentary evidences are duly attested by Gazetted Officer or self-attested?	
16.	Whether all the pages of tender document are duly filled, signed and sealed?	
17.	Whether the Price Bid is properly filled as per Tender Document stipulation?	
18.	Whether DD towards Application Fee/Cost of Tender Document, if Tender Document downloaded from NIPER website, kept in separate envelope and dully sealed?	
19.	Whether Demand Draft towards EMD, Kept in a separate envelope and dully sealed?	
20.	Whether Technical Bid (Part-I), duly sealed as required?	
21.	Whether Price Bid(Part-II), duly sealed as required ?	
22.	Whether all above envelopes kept inside one envelope?	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone/Mob. No.

SCOPE OF WORK OF THE CONTRACT

I. FOR CLEANING WORK

The cleaning work as a whole includes cleaning of floors, doors, windows, ventilators, Venetian blinds, toilets, bath rooms, paths, corridors, staircases, dusting of furniture, chairs, in all the buildings of Transit Campus of NIPER Raebareli, Lucknow cleaning of roads & pathways and open spaces including roofs. The approximate number of unskilled personnel required is around **SEVEN**. The aforementioned work shall be carried out as per the detailed specification given below:

1. On all working days, cleaning has to be done.
2. The cleaning operations shall include cleaning of floor with soft brooms, swabbing with cloth drenched in detergent mixed water, removal of waste from baskets, ash trays and removal of garbage to specially made bins/places. The work also includes cleaning, dusting of tables (except lab. Tables), chairs, almirahs, cabinets and any other furniture in the rooms satisfactorily at least twice a day.
3. Satisfactory cleaning and shutting both sides of doors, windows using soft cloth, oiling of hinges and other mortise locks with lubricating oil.
4. Satisfactory cleaning both sides of glazed portion of windows, ventilators, venetian blinds, view panels using soft cloth and COLIN to remove the dirt and stains. This work also includes cleaning the metal frames of windows and ventilators, oiling of hinges, handles stays, etc.
5. Satisfactory cleaning & dusting of ceiling fans, bracket fans, exhaust fans, pedestal fans cleaning and dusting of tube light fixtures within and outside the buildings excepting street lights.
6. Satisfactory cleaning of wash basin and sinks twice in a day using washing powder. Dilute Hydrochloric Acid (HCl) shall be used for removal of dirt and stains.
7. Satisfactory cleaning of EWCS, plastic seat with lid and outer faces of low level flush tanks at least once in a day (including glazed tiles) with washing powder. Dilute Hydrochloric Acid (HCl) shall be used to remove stains wherever necessary.
8. Cleaning of mirrors using dry soft cloth and "COLIN" glass cleaning liquid.
9. Cleaning and washing of floors, urinal partition walls of toilets and mopping the surface with cloth twice daily washing soda, phenyl shall be used for cleaning.
10. Keeping Naphthalene balls in urinals regularly.
11. Removal of cobwebs inside room, labs/toilets, etc and in corridor and outside the buildings using long handled brooms at least once in a month.
12. Polishing of floor once in a month with floor grinder and wax.
13. All the exposed porcelain surfaces shall be kept sparkling clean. All the bathrooms/toilets must be kept dry, neat and clean. No dirty stains/spots must be seen on the walls cupboards. If they are found they should be removed immediately, by detergent water and with clean water, as instructed by the officer concerned.
14. Cleaning of the building include the cleaning of rooms staircases, terrace, front portion, open verandah, drive ways, all the roads of Transit Campus of NIPER, Raebareli, Lucknow flat roofs and chajjas and open areas.
15. Cleaning the carpeted floors with vacuum cleaners.
16. Cleaning of all roads, storm water drains, pavements with coconut brooms once daily.
17. Cleaning the terrace areas of all buildings once in a week.
18. The cleaning staffs are expected to clean any block in the sewage lines whenever necessary either inside or outside the buildings.
19. All the material required for cleaning work will be provided by the Contractor. The successful tenderer has to submit a list of materials and their quantity.

List of material to be used every month for performance of the above mentioned cleaning and sanitation jobs at **Transit Campus of NIPER-Raebareli, Lucknow.**

1	Floor Duster	24 pc
2	Table Duster	12 pc
3	Nepthaline balls (Bengal Chemical)	02 kg
4	Air fresher (Daber/JK) /Room Spray	08 pc
5	Air purifier (50gm. each) Odonil /TTK	24 pc
6	Liquid Dispenser soap Dettol	15 ltrs
7	Acid	10 ltrs
8	Phynel	30 ltrs
9	Soft Broom	10 pc
10	Coconut broom	06 pc
11	Coline	10 pc
12	Harpic	06 pc
13	Old Dhoti	04 Pc
14	Vim	10 kg
15	Nirma	10 kg
16	Lux Soap	04 pc
17	Paper Roll	06 pc
18	Finit	05 ltrs
19	Bleaching Powder	06 kg
20	Wiper	04 pc
21	Hit Spray	04 pc
22	Dettol Liquid soap pump	04 pc
23	Hockey Brush	02 pc
24	A-1 Cube	02 pkt

II. LABORATORY WORK OF TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW.

The requirement of manpower under this head is **FIVE** and jobs may be as specified below or similar.

1. Cleaning of glass wares,
2. To assist the unskilled for sample tagging, data collection etc.
3. For inventory maintenance and disposal of old scrap materials.
4. Material handling
5. Assistance in machine operation, maintenance and cleaning
6. Gardening. (Tools and implements viz., – *Phawda, Jhabbal, Gainti, Khurpi, Darati*, etc. needs to be provided by the Contractor)

Any other provisions as advised by the NIPER-RAEBARELI may be incorporated in the agreement. The same shall also be binding on the contractor.

III. FOR ELECTRICIAN OF TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW.

The requirement of manpower under this head is **ONE** and jobs may be as specified below or similar.

1. Repair or replace of Fan / Tube-light / Inverter / Fault of Cable work / Stabilizer, Repair or replace wiring, equipment or fixtures using hand tools and power tools.
2. Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools.
3. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
4. Work from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.

5. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.
6. Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
7. Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
8. Any other work assigned by Competent Authority.

Any other provisions as advised by the NIPER, RAEBARELI may be incorporated in the agreement. The same shall also be binding on the contractor.

IV. FOR PLUMBER OF TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW.

The requirement of manpower under this head is **ONE** and jobs may be as specified below or similar.

1. Repair or replace of Pipeline, fixing of new pipeline etc.
2. Fitting of seat repairing, sisten repairing, Bob Cock fitting and replacing.
3. Sewer line pipe fitting and other misc. works.
4. Plumbing (Tools and implements viz., – Hammer, Screwdriver, Pilash, Pike Wrench, Adjustable Wrench (Large), Adjustable spanner wrench etc needs to be provided by the Contractor).
5. Any other work assigned by Competent Authority.

Any other provisions as advised by the NIPER, RAEBARELI may be incorporated in the agreement. The same shall also be binding on the contractor.

ANNEXURE-IV

PROVIDING SPECIALIZED CLEANING & ALLIED SERVICES TO NIPER, ANIMAL HOUSE, SANITATION & CLEANING AND PROVIDING OF MANPOWER FOR ELECTRICIAN, PLUMBER, HOUSEKEEPING AND LABORATORY WORK AT TRANSIT CAMPUS OF NIPER-RAEBARELI, LUCKNOW.

RATE SCHEDULE /PRICE BID (in Rs.)

#	Particulars/ Heads	Skilled for Electrician (01 No)	Skilled for Plumber (01 No)	Unskilled Safai (07 Nos.)	Semi- Skilled for Lab work (05 Nos.)
1.	Basic Per person(s) / day				
2.	TotalA				
3.	ESI @ _____				
4.	EPF @ _____ (including Admin charges)				
5.	Bonus @ _____ % (as per Govt. norms)				
6.	TotalB				
7.	Service Charges on Minimum Wages (In %) Total : @				
8.	Cost of Cleaning Material				
9.	GST @ _____				
	Grand Total				

The bidder needs to mention Service Charges/Profit at Sr.No.7 in percentage (%).

1. No other charges shall be taken into consideration.

SIGNATURE OF THE TENDERER WITH DATE & SEAL
NAME AND ADDRESS OF THE TENDERER

CONTRACTOR'S BID
FORM OF CONTRACTOR'S BID (Covering Letter)
(TO BE SUBMITTED ON LETTER HEAD OF THE BIDDER along with Financial Bid)

To

The Director,
National Institute of Pharmaceutical Education & Research (NIPER),
Transit Campus of NIPER, Raebareli,
Bijnor - Sisendi Road,
Near Base Camp, Sarojini Nagar,
Lucknow

Sub: **Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping & Laboratory Work at Transit Campus of NIPER-Raebareli, Lucknow.**

Sir / Madam,

Having examined the conditions of Contract and specification including addenda the receipt of which is hereby duly acknowledged, we/ the undersigned offer to execute the Services described above in conformity with the Conditions of Contract and specification as per bid document for sum of the Bid for the Contract Price as mentioned in the Bid/Financial Bid or such other sums as may be ascertained in accordance with the Rate Schedule / Financial Bid attached herewith and made Part of Bid.

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you received. We undertake, if our Bid is accepted, to deliver and execute the work in accordance with the Work specified in scope of work.

If our Bid is accepted, we will furnish the **Performance Security a sum equivalent to 10% of tendered value** for the due performance of the Contract, in the form prescribed by the Transit Campus of NIPER, Raebareli, Lucknow.

We agree to abide by this Bid for a Period bid validity from the date fixed for Bid opening it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We hereby confirm that this bid complies with the Bid validity and Bid Security required by the bidding Document.

Yours faithfully

(Authorized Signatory)

Name & Title of Signatory_____

Name of Bidder_____

Address_____

Tender for Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work at Transit Campus of NIPER, Raebareli, Lucknow.

Declaration Regarding Black listing / Debarring for Taking Part in Tender.

(To be executed & attested by Public Notary / Executive Magistrate on Rs.10/- non judicial Stamp paper by the Tenderer)

I/ We _____ (Tenderer) hereby declare that the firm / agency namely M/s _____ has not been blacklisted or debarred in the past by Govt./ State Government / Autonomous Body or organization from taking part in Government tenders in India.

(Or)

I/We _____ (Tenderer) hereby declare that the Firm / agency namely M/s _____ was blacklisted or debarred by Govt./ State Government / Autonomous Body or any Organization from taking part in Government tenders for a period _____ years w.e.f. to of _____. The period is over on _____ and now the firm / company is tenders.

In case the above information found false I/We are fully aware that the tender / contract will be rejected / cancelled by Director, NIPER, Raebareli and EMD / performance security shall be forfeited.

In addition to the above, Director, NIPER, Raebareli, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name : _____

Address : _____

SIGNATURE OF THE TENDERER WITH DATE & SEAL
NAME AND ADDRESS OF THE TENDERER

Tender for Providing Specialized Cleaning & Allied Services to NIPER, Animal House, Sanitation & Cleaning and providing of Manpower for Electrician, Plumber, Housekeeping and Laboratory Work at Transit Campus of NIPER, Raebareli, Lucknow.

Letter of Authorization for attending the Bid opening

Sub: Authorization for attending the technical bid on _____ and Financial bid on _____ of the tender for Specialized Cleaning & Allied Services at Transit Campus of NIPER, Raebareli, Lucknow.

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s _____ (name of the Tenderer)

Name _____

Specimen Signature _____

Signature of the Tenderer
with Seal

Or

Officer authorized to sign the bid documents on behalf of the Tenderer.

Note. Permission may be denied in case the photocopy of the duly filled in form is not brought at the time of opening.

SIGNATURE OF THE TENDERER WITH DATE & SEAL
NAME AND ADDRESS OF THE TENDERER