



उत्तर प्रदेश भूमि सुधार निगम

(उ०प्र० सरकार का उपक्रम)

टी०सी० / 19वी, विमूति खण्ड, गोमती नगर, लखनऊ-226010

टोल फ्री नं.: 18001800818, फोन नं.: 0522-2720050 : वेबसाइट : www.upbsn.org

विज्ञप्ति संख्या : 30 / 2016

दिनांक : 03.03.2016

कार्यालय भवन एवं परिसर की सफाई एवं सैनीटेशन कार्य हेतु निविदा का आमंत्रण

निविदा संख्या 450 / 2016 : निगम द्वारा उपरोक्त पते पर स्थित भवन एवं परिसर में सफाई व्यवस्था तथा सैनीटेशन कार्य हेतु अर्ह इच्छुक फर्म, अपनी सील्ड निविदा दिनांक 28.03.2016 को सायं 04:00 बजे तक उपरोक्त कार्यालय में जमा कर सकते हैं। प्राप्त निविदायें उसी दिन सायं 04:30 बजे निविदादाताओं की उपस्थिति में खोली जायेंगी। निविदा से सम्बन्धित जानकारी तथा अन्य नियम व शर्तें आदि निगम की उपरोक्त वेब साइट पर उपलब्ध है। निविदा प्रपत्र निगम की वेब साइट से डाउनलोड कर निविदा जमा करते समय निविदा फीस रू० 500/- के साथ जमा कर सकते हैं अथवा कार्यालय अवधि में रू० 500/- जमा कर प्राप्त की जा सकती है।

(डा० विष्णु प्रताप सिंह)

संयुक्त प्रबन्ध निदेशक

(विपिन कुमार द्विवेदी)

प्रबन्ध निदेशक



उत्तर प्रदेश भूमि सुधार निगम

(उ०प्र० सरकार का उपक्रम)

टी०सी०/१९वी, विभूति खण्ड,

गोमती नगर, लखनऊ – 226010

फोन नं: 2720410-14 फैक्स नं: 0522-2720416-17

टोल फ्री न० 1800 1800 818 website: www.upbsn.org

CIN:U72960UP1978SGC004587

पत्रांक : 1B/145/2014-15/450

दिनांक : 03.03.2016

Tender for selection of Cleaning and Sanitation Agency

INTRODUCTION

Uttar Pradesh Bhumi Sudhar Nigam (UPBSN), is an Uttar Pradesh Government undertaking established in 1978 as a company registered under companies act 1956 with amended to carry out land development programme along with allied activities related to the uplift of agrarian economy in the state. UPBSN is implementing UP Sodic Lands Reclamation III Project (UPSLRIIP) including project on ravine with the financial assistance under IDA from the World Bank in 29 districts of Uttar Pradesh i.e. Aligarh, Bulandshehar, Kashganj, Etah, Firozabad, Mainpuri, Etawah, Auraiya, Kannauj, Farukhabad, Kanpur Nagar, Kanpur Dehat, Unnao, Sitapur, Hardoi, Lucknow, Barabanki, Raebareili, Pratapgarh, Amethi, Ambedkar Nagar, Sultanpur, Allahabad, Kaushambi, Sant Ravidas Nagar(Bhadoi), Jaunpur, Fatehpur, Ghazipur and Azamgarh. The UPBSN has proposed for additional financing of ravine treatment under the UPSLRIIP for enhancing the agricultural productivity of ravine area through in-situ moisture conservation on rain-fed crops. Apart from that, UPBSN is also managing three agriculture farms, which are used for agriculture production.

The UPBSN intends to select Cleaning and Sanitation Agency for cleaning and sanitation work of the premises including building situated at TC/19V, Vibhut Khand, Gomti Nagar, Lucknow i.e., Head Office of U.P. Bhumi Sudhar Nigam.

Area covered under Cleaning and Sanitation Work:

- The total area of UPBSN HQ premises includes main building, lawn, cycle stand, car stand, backyard, generator room, etc.
- Building have 5 floors in which basement have area of 740.68 sq. mt., ground floor of the building have area of 3375 sq.mt., first floor have area of 966.56, second floor have area of 1042.31 and third floor have area of 881.58.
- Total washroom in building: 22

Ground Floor: 07 (01 washroom beside electric panel room , 03 washrooms in guest house and 03 washrooms including 01 ladies washroom with the corridors)

First Floor: 06 (01 washroom attached with the chambers of Joint Managing Director & Finance Controller respectively, 02 pairs of ladies and gents washroom with the corridors.)

Second Floor: 05 (01 ladies and 01 gents washroom with the corridor, 01 each attached with Managing Director's chamber, Manager (Maintenance) chamber and the mission room)

Third Floor: 04 (02 pairs of ladies and gents washroom with the corridors)

Daily/Weekly/Monthly cleaning and sanitation work to be performed:

(a) Daily cleaning and sanitation work

- Sweeping and wiping of all the floors.
- Cleaning of washrooms of all the floors using high quality cleansing agent/ phenyl etc. Ensuring naphthalene balls after cleaning of urinals.
- Sweeping of whole premises of the UPBSN HQ.
- Wiping of all the corridors in afternoon of all the floors.
- The garbage must be collected at the place directed by the client.
- Ensuring availability of the manpower for cleaning and sanitation work in emergency or as and when required.

(b) Weekly cleaning and sanitation work:

- Removal of cobweb from all sides of wall including glasses, windows, etc.
- Uses of insecticides as and where required subject to precaution of all human being in office including cleaning and sanitation personnel of your organization
- Cleaning of garbage place/ duct
- Cleaning off all weeds, grasses and shaded leaves of the compound.

(c) Monthly cleaning and sanitation work:

- Cleaning of all floors with scrubber machine using cleaning agents.
- Cleaning of sewage pit, choked sewage line for smooth flow of drainage system of the premises.

Scope of Cleaning and Sanitation Work:

- Cleaning and Sanitation Agency will have to ensure collection of waste materials, cleaning, sweeping and wiping of cubicles/chambers/rooms, corridors, stairs, generator room, guest house, meeting halls, training halls, aisle, patio, courtyard, parking, backyard, portico, lift, which includes removal of cobweb also, etc.
- Agency will also ensure sanitation of male and female washrooms which includes cleaning of wash basins, urinals and toilets so that washrooms can be kept odorless and dry.

- Agency will also ensure supervision of cleaning and sanitation work regularly through their supervisor.
- Every month agency will have to provide the minimum number and quantity of cleaning and sanitation material for cleaning and sanitation work of the premises to their worker as mentioned hereinafter:-

क्र०सं०	सामग्री का नाम	मात्रा	क्र०सं०	सामग्री का नाम	मात्रा
1	एसिड	25 ली०	11	पुरानी सूती धोती	10 पीस
2	नारियल झाड़ू	10 पीस	12	फिनायल	30 ली०
3	फूल झाड़ू	10 पीस	13	डिटरजेंट पाउडर	05 किग्रा०
4	कमोड ब्रश	10 पीस	14	सेन्टेड फिनायल	10 ली०
5	ब्लीचिंग पाउडर	25 किग्रा०	15	विम/निप पाउडर	30 किग्रा०
6	चोक रिमूवर	10 पीस	16	डेटॉल सोप छोटा	50 पीस
7	डस्टर/पोछा	15 पीस	17	रूम स्प्रे	4 पीस
8	ग्लास क्लीनिंग लिक्विड	10 ली०	18	सैनीफश	4 पीस
9	नैपथलीन बाल्स	05 किग्रा	19	लिक्विड सोप	20 ली०
10	ओडोनिल केक	50 पीस			

- Agency will also provide the name & number of materials which is not listed in the above mentioned list but necessary for cleaning and sanitation which agency will use in a month for keeping the rooms, corridors, cubicles/ chambers, stairs and washrooms in clean and hygienic condition.
- Agency will ensure to perform the cleaning and sanitation work in the office premises between 6 AM to 9 AM and finish the work by 9 AM Morning. The cleaning and sanitation work will includes collection of waste from dustbin placed in cubicles/rooms and washrooms, cleaning, sweeping and wiping of cubicles/chambers/rooms, corridors, stairs, guest house, meeting halls, training halls, generator room, courtyard, parking, backyard, portico, aisle, patio, elevators, which includes removal of cobweb also, cleaning of male and female washrooms, etc.
- Apart from above the agency will have to ensure to perform the cleaning and sanitation work as directed by the competent authority from time to time and will also ensure prompt cleaning where and when required in the office.
- Agency will ensure cleaning of male and female washrooms, etc at least two times in a day.
- Agency will also use modern equipments for ensuring dust free building including clean and shine walls and floors.
- Agency will maintain a checklist regarding cleaning and sanitation work of washrooms which will be verified by the supervisor/service provider and mention the timing of cleaning and sanitation work of washrooms.
- Agency will also ensure necessary cleaning and sanitation work in holidays with sufficient number of workers on job.
- Agency will maintain a complaint register regarding performance of cleaning and sanitation work of the section/office. The complain register will be

checked on daily basis by supervisor of the agency and accordingly redress the complain at the earliest.

Qualification of Cleaning and Sanitation Agency

1. Profile of the Agency.
2. Proof of Registration, Incorporation / Inception of the Agency.
3. Registration/ Incorporation must have been made at least five years before the date on which tender are invited.
4. Permanent Account Number.
5. Service Tax Registration Number.
6. Details of the Government Organization to whom service provided in context to cleaning and sanitation work with name and supported with relevant documents.
7. Functioning for a period minimum of five years in the State and Central Govt. Offices, as evident by ongoing contract agreement.
8. Website / E-mail / Fax / telephone / mobile number
9. Audited Balance Sheet of the Agency for Five Years (2009-10, 2010-11, 2011-12, 2012-13, 2013-14). (Minimum turnover of Rs. Ten Lakh per year).
10. Certificate is to be submitted in reference to the compliance of various labour laws prevalent and concerned with the services of contract.

Bid Price

- a) The contract shall be for the full area covered as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes shall be applicable as per prevalent laws of the land.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be quoted in Indian Rupees only.
- e) Each bidder shall submit only one quotation.

Bid Security

All bids must be accompanied by a bid security. The Bidder shall provide Bid Security in the form of Banker's Cheque/ Demand Draft which shall be Rs. 5,000.00 in Indian Rupees in favour of Managing Director, Uttar Pradesh Bhumi Sudhar Nigam, Lucknow.

Validity of Quotation

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

Evaluation of Quotations

The Client will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.

Award of contract

1. The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
2. Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
3. The bidder whose bid is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

Performance Security

The successful bidder shall submit the Performance Security acceptable to the client, which will be equivalent to the amount of 5% of the contract value in the form of Bank Guarantee.

Payment

1. The agency will submit the bill of the preceding months in triplicate in the 1st three days of the succeeding month.
2. The payment would be released by the client with 10 days time from the date of receipt of bill after deducting the prevalent tax at source.
3. The payment will be made only through NEFT for that the selected firm/company will have to provide Bank detail as here-in-after mentioned:-
 - Name of Bank
 - Branch name of Bank
 - Nature of Account
 - Account Number
 - IFS Code

LIABILITY OF CLEANING & SANITATION AGENCY FOR LOSSES, ETC., SUFFERED BY CLIENT:

(a) The agency shall be liable for all costs, damages, demurrages, expenses suffered or incurred by the client due to the agency's negligence and unworkman like performance of any services under this contract or breach of any terms thereof or their failure to carry out the work with a view to avoid insufficient cleaning and sanitation etc., and for all difficulties occasioned to the client or in particular to any health hazards, property belonging to the client due to any act whether negligent or otherwise of the agency themselves or their employees.

(b) In the event of default on the part of the agency in providing personnel and or their failure to perform any of the services mentioned in this agreement efficiently and to the entire satisfactions of the client or any officer acting on his behalf, the client shall without prejudice to other rights and remedies under this agreement have the right to recover by way of compensation/liquidated damages from the agency a sum of 1% of monthly charges per day or part of a day of the defaults as the client in his absolute

discretion may determine and the decision of the client on the questions whether the agency have committed such default or have failed to perform any of such services efficiently and are liable to pay compensation/liquidated damages and as to the quantum of such compensation/ liquidated damages shall be final and binding on the agency.

(c) The agency shall be responsible for the safety of office equipment and record of the office during cleaning and sanitation works which operate and keep by the agency workmen in premises. The client will be the sole judge for determining after taking into consideration all the relevant circumstances, the quantum and value of loss, and also as regards the liability of the service provider for such loss, and the amount to be recovered from them. The decision of the client in this regard shall be final and binding on the agency.

(d) In case personnel deployed by the agency, causes any damage, loss to the office equipment by commission, omission or any other negligence act, the amount of the loss will be borne by selected agency as per current/prevaling price.

(e) All dispute shall be under jurisdiction of Courts of Lucknow only.

Role and Responsibilities of Cleaning and Sanitation Agency

1. The agency would assist the client by getting availability of the person as per the needs of the office / project.
2. The agency should ad-here the timely availability of the person as per the requirements of the client.
3. The agency shall provide a uniform to all workers on its own cost having nameplate of worker. The color and design of uniform will be decided on mutual consensus of client and agency. The agency will ensure that all workers deputed on job must wear uniform in job hours.
4. The agency will maintain attendance of workers on job before entering into building at security desk of the building. The attendance register of the workers will be produce before authority if asked to produce.
5. The hazardous/dangerous cleaning and sanitation work as tempered glass fitted at the elevation of building, is to be performed by the workers having life insurance and the cost for life insurance shall be borne by the agency. The documents of life insurance of concerned worker will be produced by the agency to the client, if asked.
6. The agency have to ensure that the working of the person deputed by the agency should be polite, cordial, efficient and obedient while performing their duties of cleaning & sanitation of office and their actions shall enhance the image of this office.
7. The agency shall ensure deployment of suitable person from proper background after investigation, collecting proofs of identity i.e. AADHAR, Driving License, Bank Account Details, PAN Card, previous work experience, proof of residence and recent photograph, etc.
8. The character & antecedents of each person should be verified by the agency effectively by all available mean of verifications at their own level and

certification in this context should be submitted individually i.e. of each identified person to the client before deployment.

9. The agency shall also ensure proper conduct of his person in office premises & before enforce prohibition of consumption of alcoholic drinks, Pan, Masala, Smoking, and loitering without work.
10. The agency shall engage the necessary person as required from time to time. The said persons engaged by the agency shall be the sole employees of the agency & it shall be the duty of the agency to pay their wages every month as per prevalent laws. There is no Master and Servant relationship between the employees of the agency and the client.
11. Agency will ensure the presence of minimum required person. In case of absenteeism of deputed person at assigned work, the agency will have to depute the person on the job with immediate effect.
12. The agency shall replace immediately any of its workers if unacceptable to the client because of security risk, incompetence, conflict of interest & breach of confidentiality or improper conduct.
13. The agency's person shall not divulge or disclose to any person, any details of office, operational process technical expertise, security arrangement & administrative/organizational matters as all are of confidential/secret nature.
14. The transportation, food, medical & other statutory requirement in respect of each person of the agency will be the only responsibility of the agency.
15. The agency shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
16. Client shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicle of the employee of agency.
17. The agency shall provide substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
18. The agency shall be easily contactable at all times. If the contact number of agency is change from the number provided in tender information shall immediately inform to concern officer in writing.
19. The agency will also nominate a person of its agency to look after day-to-day activities and presence of deployed person. This nominated person will work as supervisor to deployed person.
20. The client will not entertain any dispute between the workers deputed for cleaning and sanitation work and agency.

Proposal Submission Form

1	The Client is Uttar Pradesh Bhumi Sudhar Nigam, TC/19V, Vibhuti Khand, Gomti Nagar, Lucknow – 226010 (U.P.)													
2	The Intended Completion Date for contract is UTTAR PRADESH SODIC LAND RECLAMATION THIRD PROJECT PERIOD i.e. up to December 29, 2017 from date of award of contract and can be extended by the competent authority further for the period of one year on the basis of satisfactory performance and mutual consent of both the parties.													
3	The Project is “U.P. Sodic Land Reclamation III Project” Financial Assistance – International Development Association , the World Bank The Borrower is Govt. of India. The credit number is Cr. 4640-IN.													
4	The Qualification Information forms to be submitted are as follows:													
S.No.	Descriptions	Status												
I	Constitution or legal status/ Profile of the Agency Website E-mail Fax Telephone Number Mobile Number	Give details and annex the self-attested copies of the related documents.												
II a b	Registration of the Agency If yes, give place of registration and submit copy of registration 1. PAN 2. Service Tax Registration Number. 3. Details of Registration with the Labour Commissioner.	Yes or No, Annex the self-attested copies of the related documents.												
III	Principal place of business of the Agency & Branch office.													
IV	Power of attorney of the Agency’s authorized person in case of Incorporation or signatory is other than Proprietor of the agency.	Annex the relevant documents.												
V	Total monetary value of Services performed for the last five years. (Minimum turnover of Rs. Ten Lakh per year)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Year</th> <th style="width: 40%;">Value (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>2010-11</td> <td></td> </tr> <tr> <td>2011-12</td> <td></td> </tr> <tr> <td>2012-13</td> <td></td> </tr> <tr> <td>2013-14</td> <td></td> </tr> <tr> <td>2014-15</td> <td></td> </tr> </tbody> </table> <p>Please attach the certificate supporting documents.</p>	Year	Value (in Rs.)	2010-11		2011-12		2012-13		2013-14		2014-15	
Year	Value (in Rs.)													
2010-11														
2011-12														
2012-13														
2013-14														
2014-15														

VI	Experience of similar nature of Services (Cleaning and sanitation work) and value for the last five years (2010-11 to 2014-15). (Minimum value of Rs. Five Lakh per year)	Year	Nature of Services	Value (in Rs.)
		2010-11		
		2011-12		
		2012-13		
		2013-14		
		2014-15		
Please attach the supporting documents regarding the Services underway or contractually committed; names and address of clients who may be contacted for further information on those contacts.				
VII	Area covered under similar nature of Services for the last five years (2010-11 to 2014-15).	Year	Area covered in respect to Sl. No. VI	
		2010-11		
		2011-12		
		2012-13		
		2013-14		
		2014-15		
Please attach the supporting documents regarding the Services underway or contractually committed; names and address of clients who may be contacted for further information on those contacts.				
VIII	Do Agency have well equipped for cleaning and sanitation work	Yes /No		
IX	Locations of Offices	1. 2. 3. 4.		
X	Details of total Personnel, working in Agency	Designation	Qualification	
1. 2. 3. 4.				
XI	Details of financial status of the Agency	Please enclose the copies of balance sheet statements and auditor's reports for the past five years; (2010-11 to 2014-15).		
XII	Details of adequacy of working capital of the Agency for this Contract (access to line(s) of credit and availability of other financial resources);	Submit the relevant documents.		
XIII	Whether, the Agency have involved in any litigation during the last five years	Yes/No		
		If yes, give the details:		
		Year	Nature of Dispute	Name of the Employer

		2010-11								
		2011-12								
		2012-13								
		2013-14								
		2014-15								
		If no, submit an affidavit on the non-judicial stamp.								
XIV	Whether, the Agency blacklisted by any Employer during the last five years	Yes/No If yes, give the details. If no, submit a Notary affidavit on the non-judicial stamp of Rupees Ten.								
XV	Experience of Agency handling similar nature of work in the Government Project /PSU of State and Central Government offices, as evident by ongoing contract agreement.	1. 2. 3. Submit the relevant documents.								
XVI	Details of infrastructure of the Agency.	<table border="1"> <tr> <td>Details of Infrastructure</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </table>				Details of Infrastructure				
Details of Infrastructure										
XVII	Detail list alongwith quantity of cleaning and sanitation material provided by agency in a month.	Annex the list of cleaning and sanitation material.								
XVIII	Whether prevalent labour laws are complied and performing necessary formalities/ Obligations/ Documentation?	Yes/No If yes, Declaration is to be submitted in reference to the compliance of various prevalent labour laws and performing necessary formalities/ Obligations/ Documentation concerned with the services of contract.								
XIX	Details of Bid Security	Annex Bid Security in the form of Banker's Cheque/ Demand Draft which shall be Rs. 5,000.00 in Indian Rupees in favour of Managing Director, Uttar Pradesh Bhumi Sudhar Nigam, Lucknow.								

BID-PRICE :-

Sl.No.	Particulars	Charges (in figures)	Charges (in words)
5.	Charges per month		

Duties and Taxes shall be applicable as per prevalent laws of the land.

6	Last Date of Submission of OFFER
	The deadline for submission of offer shall be 28.03.2016 at 4.00 PM