

Office of the
Chief Executive Officer
HALDIA DEVELOPMENT AUTHORITY
City Centre, P.O. – Debhog, Haldia, Dist. - Purba Medinipur
E-mail : ceo.hda@gmail.com

Memo No. 2675 /HDA/XV-B-38

Dated the 10th February, 2011

NOTICE INVITING TENDER NO. 77/HDA/EC OF 2010-2011

Sealed Tender on behalf of Haldia Development Authority are hereby invited by the Chief Executive Officer, Haldia Development Authority from bonafide & resourceful contractor for the following works.

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|-------|--|--|---|
| 1. a) | Description | : | Daily sweeping, cleaning and maintenance of Administrative Office Building of HDA and garden at inside and outside (both sides of Main Gate) of the Administrative Building premises. |
| b) | Estimated value | : | <u>Rate to be quoted</u> |
| d) | Earnest money | : | Rs. 26,500/- (Rupees twenty six thousand five hundred) only. |
| e) | Single tender value of similar job executed during last 5 (five) years from Government or semi Government Organization ending on 31.12.2010. | : | Rs. 6,60,000/- (Rupees six lakh sixty thousand) only. |
| f) | Minimum solvency certificate from Banker (01 year from the date of calling tender) | : | Rs. 13,20,000,-/ (Rupees thirteen lakh twenty thousand) only, along with up to date statement of Bank A/C. |
| g) | Cost of Tender Paper | : | Rs. 1000/- (Rupees one thousand) only |
| h) | Last date of application | : | 17.02.2011 |
| i) | Date of purchase of Tender Paper. | : | 22.02.2011/ Next office day in the event of holiday or unavoidable reason. |
| j) | Date and time of dropping of Tender | : | 24.02.2011 upto 2:00 PM/ Next office day in the event of holiday or unavoidable reason (Tender may be dropped either in the tender box kept in AEO's chamber at HDA or at SDO's chamber, Basudevpur, Haldia). |
| k) | Date & Time of Opening of Tender | : | 24.02.2011 at 4.00 PM/ Next office day in the event of holiday or unavoidable reason. |
| l) | Turn over in any year during last five years. | : | Rs. 13,20,000,-/ (Rupees thirteen lakh twenty thousand) only. |
| m) | All documents to be submitted in original for verification. | : | Yes |
| n) | Validity of Bid. | : | 60 (sixty) days |
| o) | HDA reserves the right not to issue tender documents in future to the agency under the following circumstances. | | |
| | (i) | Delay in completion of job. | |
| | (ii) | Performance in terms of either quality of materials and workmanship. | |
| | (iii) | Litigation and court cases | |

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2. The undersigned reserves the right to reject incomplete application without any further intimation. Further information is to be submitted with application if required.
3. Before submitting any Tender, intending Tenderers are advised to visit the work sites and satisfy themselves about the local conditions and other matters related to the work. The Tenderers submitting their tenders shall be deemed to have done so and HDA does not take any responsibility in this regard.
4. The intending participants shall have to satisfy the undersigned with their proof of experience and financial capabilities in similar nature of work without which the undersigned does not bind himself to allow him to participate in the Tender and the decision of HDA is final and binding in this regard.
5. For the Tenders having estimated amount upto 20 lakh, no Tender Form will be issued without clearance certificates of current validity in respect of **Income Tax, Sale Tax, VAT, Professional Tax** documents. Tender Form will be issued to Contractor on submission of required credentials / documents as above.
6. In the event of required performance and other documents as may be produced by him is found unsatisfactory, no tender form will be issued to the tenderer for the tender having estimated amount upto 20 lakh or not be allowed in the Technical bid for the tender having estimated amount more than 20 lakh.
7. The rate is to be quoted both in words and figures clearly in the specified space of the Tender form.
8. All corrections in the tender should be signed with date by the Tenderer. Each of the Tender papers and drawings must be signed by the Tenderer.
9. The rates quoted should be considered as inclusive of Sale Tax, Income Tax, VAT and all other taxes as applicable. No extra payment is admissible.
10. The rate quoted in the tender shall remain firm for acceptance within 90 (ninety) days from the date of opening of the Tender.
11. Before submitting any Tender, intending Tenderers are advised to visit the work sites and satisfy themselves about the local conditions and other matters related to the work. The Tenderers submitting their tenders shall be deemed to have done so and HDA does not take any responsibility in this regard.
12. Intending Tenderers shall have to deposit Earnest Money in the shape of Bank Draft, Bank's pay order or Demand Draft payable to Chief Executive Officer, Haldia Development Authority, Haldia Tenders submitted without earnest money shall be liable for rejection. No cheque in any form or cash shall be accepted and Earnest Money deposited for one Tender shall not be transferred to another tender.
13. The consultant / Contractor, whose tender is accepted shall within seven days of issue of an intimation to that effect by this office obtain additional one set of contract documents on production of proof of payment of tender papers in favour of Chief Executive Officer, Haldia Development Authority in UCO Bank and submit the same duly signed by him to this office for formal agreement. If the contractor fails to perform the formalities as mentioned within the specified period, acceptance of the tender will be liable to be cancelled and the earnest money will be forfeited. The accepting authority will not bind himself to accept the lowest or any tender and reserve the right to reject / accept in part or in full or all tenders received or to split up the work in different groups if required.
14. Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
15. If any Tenderer withdraws his tender before its acceptance without assigning any satisfactory and specific explanation for such withdrawal, he shall be disqualified to participate in any tender for a period of one year.
16. The successful bidder is to obtain license from the Registering Officer and Assistant Labour Commissioner, Haldia, Purba Medinipur under the contract labour (Regulation & Abolition), 1970 and to submit the same to the office on receipt of the work order. He is also required to fulfill all the terms and conditions as embodied in the above Act. as well as any other laws and statutes as applicable.
17. Initial Employment is to be made from the Local Employment Exchange as will be available in forms of Para – 6(b) of 1700/EMP dated 03.08.1989.
18. Any conditional tender will be liable for rejection.
19. After receipt of tender he will submit the work programme, establish site office with location details, mention the names, designation, experience of Site Engineers etc. He will also maintain Work Order Copy, Drawings and tools & tackles to assist HDA Engineers to carry out necessary checking and supervision of the work.
20. The successful Tenderer shall have to start the work as per commencement order failing which acceptance order shall be cancelled with forfeiture of earnest money deposited with HDA.
21. Sub-letting of the job is not permissible and the bidder must give one undertaking that he will not sub-let the job under any circumstances. If he does so then the department may take suitable action including termination of contract.
22. More issuance of bids does not entitle a bidder to stand qualified technically and the bidder in their own interest will submit credentials about financial and management resources, profit and loss statement and balance sheet (5 years) with company profile as per NIT.
23. All other materials & workmanship shall be as per the approved quality and methodology.

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24. If the lowest rate comes to below 10% of the estimated value then performance security @2.5% should be paid along with the agreement or before issuance of the work order.
25. The intending tenders may be noted that an amount equal to 1% of the contract amount will be deducted from the RA bill / final bill on account of "the building and other construction work (regulation of employment and condition of service) Act, 1996" and "The building and other construction work welfare cess Act, 1996" apart from other statutory deduction like IT, ST, VAT etc. will be applicable from bills/ payment due.
26. No advance will be paid to the working agency. The contractor will pay minimum wages to his workmen in the presence of HDA engineers and only after certification by HDA engineers that the minimum wages have been paid the bill will be processed.
27. Progressive payment will be paid in running account bill subject to good performance. Payment may be withheld / not made on average or poor quality of job. If the agency gets average or poor grading of work quality, he will be debarred for one year from the bids of HDA.
28. If the contractor after purchase of tender does not submit his tender then the department may ask for explanation in writing asking why he failed submitting the tender. HDA, under such circumstance, may debar the agency to participate in the next tender for period of six months.
29. Original copy of all certificates will be produced for checking and verification of all supporting documents submitted with application or with Technical bid, as applicable.
30. **Payment of bill-** Payment against accepted work will be made as per availability of fund and no claim from the contractor for delay in payment in this regard will be tenable/admissible even after completion of the job.
31. Discretion of the authority inviting tender – The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever.
32. Registration of all workers engaged in building and other construction workers to be done under the Building and other Construction Workers' (RE & CS) Act, 1996 and the State Rules, 2004 framed there under to provide for their safety, health and welfare measures.
33. Contractor having more than two running works in HDA will not be eligible to participate in the Tender.
34. **Terms and conditions**
- i) Adequate nos. of sweeper, cleaner and supervisor to be deployed to ensure proper cleaning and hygiene in the entire building (all rooms, toilets, verandah, outside etc.)
 - ii) All tables, chairs, sofa, desks, panel work, etc. should be cleaned every day by removing dust etc.
 - iii) All doors, window glass panes etc. should be cleaned properly every month.
 - iv) One Saturdays each section shall be cleaned with special care.
 - v) The supervisor shall be responsible for coordinating and supervising the entire cleaning work.
 - vi) After opening of office he shall get signed a feed back register from the designated officer about quality of work of cleaning.
 - vii) Every days work shall be evaluated on 5 scales – 1. poor, 2. average, 3. good, 4. very good, 5. excellent for each wing & toilets.
- The performance has to be at a scale for the entire month. If it is less than 4, amount should be deducted @ Rs. 1000 per 0.10 below 4.
35. **Scope of work**
Cleaning, washing with phenyl in all floors (Ground floor, 1st floor, 2nd floor & roof terrace, Dome tower). All glasses. Doors, windows, tables, almirah and other necessities including supplying and delivery of sanitary materials as per our job instruction.
- A) Sanitary items :**
Phenyl, naphthalene balls, eucalyptus Oil, odonil, liquid soap for hand wash etc. are also to be provided by you as per contract.
Cleaning of road, surface drain and other sanitary structure are also to be cleaned by the contractor. Other unseen work to be carried out as per building in-charge.
- B) Schedule of work (mocha)**
- i) Cleaning & washing floors except toilets everyday with phenyl
 - (a) Ground floor : 1400 sq. mtr.
 - (b) 1st floor : 1400 sq. mtr.
 - (c) 2nd floor : 1400 sq. mtr.
 - (d) Front stair : 485 sq. mtr.
 - ii) Cleaning & washing toilets everyday early morning or evening with phenyl.
 - a) Ground floor : Gents toilets - 2 nos. (urinals – 10 nos.)
Ladies toilet - 1 no. (Urinal 3)
 - (b) 1st floor : Gents toilets - 1 no. (urinals – 5 nos.)
Ladies toilet - 1 no. (Urinal - 3 nos.)
 - (c) 2nd floor : Gents toilets - 2 nos. (urinals – 8 nos.)
Ladies toilet - 1 no. (Urinal – 6 nos.)

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- iii) Supplying & using naphthalene balls (Bengal chemicals) in urinal. These balls should be sufficient every moment in the urinals.
- iv) Total cleaning / sweeping outside building (in the open area) road,substation, security room etc.
- v) Maintenance of Garden, Lawn, flower bed etc. complete including planted of seasonal plant

Daily cleaning of roads, lawns, other structures, cleaning of drains on regular basis.

- C) **Engagement of labour** - Sufficient nos. of sweepers/staff/ gardeners should be deployed to carryout the above work with good quality and care.

D) **Material to be used –**

- Phenyl = For moocha 50 ml per bucket i.e. ml per 15 litre of water.
- Odonil = 1 packet per toilet per week
- Eucalyptus Oil = As required
- Naphthalene = 4 pieces per urinal per day.
- Hand washing liquid soap = Sufficient quantity as per requirement.
- Sweeping materials : As required.
- Bleaching powder (Bengal Chemicals / Hammer Master) for outside drain on regular basis.
- Pesticide = Sufficient quantity as per requirement.
- Manure = Sufficient quantity as per requirement.

36. The successful bidder will have to engage workman as required for the maintenance work and the agency will have to pay their wages deposit of P.F., ESI etc. and the Authority has no responsibility in connection with payment of their wages and statutory deposit. Such should be completed with in accordance with the labour contract Act. and other relevant rules for the same exclusively by the agency.

37. The successful bidder will have to take all types of periodical / preventive maintenance in every month so that healthy environment exist in the office and its surrounding area.

38. The agency will have to submit a monthly report duly certified by the Executive Engineer (Civil), HDA and this report will be taken into consideration for monthly payment.

39. **Security Deposit :**

You will have to deposit 10% (ten percent) of the work order value (calculated yearly) in DD drawn In favour of CEO, HDA towards Security Deposit within 15 (fifteen) days from the date of receipt of order. Earnest money already deposited may be considered as a part of Security Deposit.

40. **Termination**

- a) In the event of your unsatisfactory progress, successful bidder will be given a notice of 7 (seven) days in order to cover up the delay for gearing up of work with due expedition and in the event of no improvement in his performance, the employer reserves its right to terminate the contract and get the balance job executed at the risk and cost of himself.
- b) For gross violation if any of the condition mentioned above the contract may be terminated at any point of time after serving one week notice.

Chief Executive Officer
Haldia Development Authority

Memo No. /HDA/XV-B-38

Dated the February, 2011

Copy forwarded for information to :

1. The Sabhadhipati, Purba Medinipur Zilla Parishad, Tamluk.
2. The M.P., Tamluk P.C., M.P.Office, Durgachak, Uttar pally, Dist- Purba Medinipur.
3. The M.L.A., Sutahata.
4. The Chairperson, Haldia Municipality, Debhog, City Center
5. The Addl. District Magistrate, Durgachak, Haldia
6. The Assistant Executive Officer, Zilla Parishad, , Purba Medinipur, Tamluk.
7. The Sub-Divisional Officer, Durgachak, Haldia
8. The Executive Engineer, Purba Medinipur Zilla Parishad, Tamluk.
9. The Executive Engineer, Haldia W/S & Maintenance Cell, PHE Dte., Durgachak, Haldia
10. The Executive Engineer, PWD, Tamluk Construction Division, Tamluk, Purba Medinipur
11. The Finance Officer, HDA
12. The Notice Board of HDA
13. The System Analyst, H.D.A. He is requested to arrange to publish it in the website of HDA.

Chief Executive Officer
Haldia Development Authority