

**HCM RAJASTHAN STATE INSTITUTE OF PUBLIC  
ADMINISTRATION (OTS), J.L.N. MARG, JAIPUR**

**BID DOCUMENT FOR  
GARDENING & HOUSEKEEPING SERVICE CONTRACT OF RIPA CAMPUS,  
JAIPUR**

**NOTICE INVITING BID**

**NIB No. 02 /2015 Date : 21-12-2015**

HCM RIPA invites Technical & Financial Bids through e-bid from the eligible bidders for providing Housekeeping services (Nehru Bhawan, Patel Bhawan, CGG block, Vishranti, Cottages, Guest house) & Gardening of RIPA campus for a period of **Two years**. Bidders should submit the proposal on the website <http://sppp.raj.nic.in>. The first part will consist of Technical Proposal and the second part will consist of Financial Proposal :-

<b>S. No.</b>	<b>Description</b>	<b>Remark</b>
<b>1.</b>	<b>Work/Services to be outsourced</b>	Housekeeping service contract- (Nehru Bhawan, Patel Bhawan, CGG block, Vishranti, Cottage, Guest house including maintenance of Swimming Pool) and Gardening of RIPA campus
<b>2.</b>	Estimated value of Work/Services	<b>For Housekeeping Rs. 35,00,000/- (Thirty Five Lakhs only)</b>
3.	Cost of BID Document	For <b>Housekeeping</b> :- Rs. 1000/- (Rupees One Thousand only) (Non-refundable) Either by Bankers Cheque or DD only Drawn in favour of Director , HCM RIPA , Jaipur
4.	Amount of Bid Security	<b>For Housekeeping - Rs. 70,000/- ( Rs. Seventy Thousand Only)</b>
5.	RISL Processing fee	Rs. 1000/-

6.	Date and Time of uploading of BID Document	22/12/2015
7.	Pre bid meeting Date/Time/Place	29/12/2015 at 2:30 PM RIPA
8.	Date and Time of uploading of Corrigendum in BID Document (if any after pre bid)	01/01/2016
9.	Last Date for submission of BID	18/01/2016
10.	Date/Time/Place of opening of Technical Bid	18/01/2016. At 03.00 PM RIPA, Jaipur
11.	Date/Time/Place of opening of Financial Bid	Will be intimated to Technically qualified Bidders
12.	Websites for downloading Bid Document,Corrigendums/Addendums etc.	<a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> <a href="http://www.hcmripa.gov.in">www.hcmripa.gov.in</a> Rajasthan state public procurement portal <a href="http://sppp.raj.nic.in">http://sppp.raj.nic.in</a>
13.	Contract period	Two years from the date of awarding of contract, which is further extendable up to One Year
14.	Validity of Bid	90 days from the date of opening of BID
15.	Performance Security	5% of approved bid price from successful bidder

1. Detail of this bid notification and qualification criteria can also be seen on website [www.dipr.rajasthan.gov.in](http://www.dipr.rajasthan.gov.in) and [www.hcmripa.gov.in](http://www.hcmripa.gov.in) & Rajasthan state public procurement portal <http://sppp.raj.nic.in>
2. The interested bidders shall have to be enrolled/registered with portal of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) & <http://sppp.raj.nic.in> for participating in the bidding process.
3. The bid security/ performance security may be given in the form of a banker's cheque or demand draft or bank guarantee in a specified format of a scheduled

bank or deposit through e-GRAS. The bid security must remain valid for thirty days from the original or extended validity of bid.

4. If for any reason, the date of opening of Technical Bid be a holiday, the same shall be opened at the same time on next working day.
5. The bidder who has downloaded the BID document from procurement portal should submit separate DD along with BID fee Rs.1000/- (One Thousand only) and this should be attached with the fee for BID SECURITY in the Technical Bid of the BID document; else BID document for the bid will not be accepted. RIPA reserves the right to accept / reject any of the BID(s) without assigning any reason whatsoever and shall be final and binding.
6. The Bidders shall have to submit a valid VAT/Service Tax clearance certificate from the concerned Department and the TAN/PAN issued by Income Tax Department.

**ADDITIONAL DIRECTOR  
HCM RIPA**

## Conditions relating to E-Procurement

1. HCM RIPA invites Technical & Financial Bids through e-bid from the eligible bidders for providing Housekeeping service contract- (Nehru Bhawan, Patel Bhawan, CGG block, Vishranti, Cottages, Guest house) & Gardening of RIPA campus. Bidders should submit the proposal on the website [http://  
http://sppp.raj.nic.in](http://http://sppp.raj.nic.in). The first part will consist of Technical Proposal and the second part will consist of Financial Proposal.
2. Bidder is advised to visit the <http://sppp.raj.nic.in> and follow the guidelines for *registration and submission of e-bid for the bid*.
  - a. It is advised that bidders should submit their bids well in advance of the last date of bid submission. HCM RIPA shall not be liable for any problems faced by the bidder during submission at the last moment. Extension of deadline/ permission to include bids not submitted on the website because of above mentioned reasons will not be considered.
  - b. Bidders should register on the site [http://eproc.rajasthan.gov.in/](http://eproc.rajasthan.gov.in) <http://sppp.raj.nic.in> and follow the process prescribed for e-bidding. Bid should be submitted online. Offline submitted bids will not be considered for evaluation and will be rejected.
  - c. Bidders need to have a valid class 2 or class 3 digital signature certificates to participate in the e-bidding process.
  - d. Bidders need to digitally sign all the documents submitted as a part of their bid.
  - e. HCM RIPA will not be responsible for the rejection of bids in case of non compliance to e-bidding process.
  - f. Bidders need to upload all the required documents mentioned in the bid document.
  - g. Any corrigendum will be published on the website <http://eproc.rajasthan.gov.in> & [http://  
http://sppp.raj.nic.in](http://sppp.raj.nic.in) and will be a part of this bid. Bidders should look on this website regularly for updates, details related to the bid.
  - h. Bids shall be opened online however bidder either himself or may authorize any person to attend the bid opening at the HCM RIPA office. Absence of bidder or representative shall not impair legality of the opening procedure.
  - i. Bidders should submit their Bid security, bid document fee and e-bid processing fee (as given in NIB). **Bidders should be careful while uploading the necessary documents on the website. Documents related to technical bid shall only be uploaded in the technical bid and the**

**necessary documents related to financial bids shall be uploaded in the financial bid.**

- j. For filling financial bid refer to Instruction for filling Financial Bid in e-bidding portal given in the Financial Bid format.

### **General conditions of Bid Form**

1. Complete bid document has been published on the websites [www.hcmripa.gov.in](http://www.hcmripa.gov.in) <http://dipr.rajasthan.gov.in>, Rajasthan State Public Portal <http://sppp.raj.nic.in> and <http://eproc.rajasthan.gov.in> for the purpose of downloading. The downloaded final bid document shall only be considered valid for participation in the bid process, subject to submission of required documents.
2. Bid document fee of Rs 1,000/- in form of cash or demand draft or banker's cheque in the favour of Director HCM RIPA. E-bid processing fee of Rs. 1000 /- in form of demand draft or banker's cheque in the favour of **The Managing Director, RISL** payable at Jaipur.
3. **Please note that a Pre-Bid meeting of prospective bidders will be held as given in NIB. The objective of this meeting is to address queries of the prospective bidders related to the Bid document.**
4. All the communication/ correspondence including the bid document (Technical and Financial Bid) should be signed digitally and stamped on each page by the designated authorized representative of the bidder.
5. The Technical Bid shall be opened on the date prescribed in NIB in the presence of the designated representatives of the bidder. The qualifying bids after the Technical evaluation process shall only be considered for further evaluation of Financial Bid. The Financial bid shall be opened in the presence of the technically qualified bidders/ designated representatives on separate date and time that will be intimated later to all the technically qualified bidders.
6. No contractual obligation whatsoever shall arise from the bidding process unless and until a formal contract is signed and executed between the bidding authority and the successful bidder.
7. RTPP Act-2012 & Rules-2013 along with GF&AR shall prevail.

8. No request for transfer of any previous deposit of Bid Security or Performance Security or adjustment against any pending bill held by the HCM RIPA respect of any previous work will be entertained.
9. Bids will not be considered without bid form cost, Processing fees and bid security amount.
10. Rate shall be written both in words and figures. There should not be errors and over-writings/corrections, if any, should be made clearly and initial with dates, if there is a discrepancy between words and figures in financial bid, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the provisions of rule 64 in Rajasthan Transparency in Public Procurement Rule 2013
11. Amount of Bid quoted is inclusive of all Statutory taxes, levies, charges, amount for contribution towards employees PF, ESI & Service tax, TDS etc. and it also includes any other legal liabilities which may be in force at present or may arise in future. Nothing will be paid extra by the HCM RIPA in addition to the above quoted bid amount.
12. Demand Draft/Banker Cheque of Bid Cost, Bid security & RISL Processing Fees will be submitted physically to DDO HCM RIPA on or before 18/01/2016 upto 2.00. PM.
13. **Hard copy of only uploaded technical document shall also be submitted in sealed envelope to the committee at time of opening of technical bid for clarity of bid document.**
14. **Bid shall be valid for 90 days. Validity of bid may be extended as per Rajasthan transparency in public procurement Rules. On extension of time period of bid the time period of demand draft for bid security shall also be extended accordingly.**
15. The bidder shall furnish the following documents at the time of execution of agreement:-
  - I. Attested copy of Partnership Deed in case of Partnership Firms.
  - II. Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - III. Address of residence and office, telephone numbers in case of sole Proprietorship.
  - IV. Registration issued by Registrar of Companies in case of Company.
  - V. Qualification of bidders.-

a) the procuring entity shall disqualify a bidder if it finds at any time that -

- (1) The information submitted concerning the qualifications of the bidder was false or constituted a misrepresentation or
- (2) The information submitted concerning the qualifications of the bidder was materially inaccurate or incomplete.
- (3) The procuring entity may require a bidder who was pre-qualified to demonstrate its qualifications again in accordance with the same criteria used to prequalify such bidder. The procuring entity shall disqualify any bidder that fails to demonstrate its qualifications again, if requested to do so. The procuring entity shall promptly notify each bidder requested to demonstrate its qualifications again as to whether or not the bidder has done so to the satisfaction of the procuring entity.

(b) Any bidder debarred under section 46 of RTPP Act, 2012 shall not be eligible to participate in any procurement process.

**16.Changes in the bidding document** - At any time prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the Bidding documents by issuing an addendum in accordance with provisions of section 23 of RTPP Act- 2012 .

**17. Validity of bids** -

- i. The validity of bids would be 90 days. It may be extended by mutual consent of both parties. Validity of demand draft will be extended accordingly.
- ii. Prior to the expiry of the period of validity of bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of bid but in such circumstances bid security shall not be forfeited.
- iii. Bidders that agree to an extension of the period of validity of their bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids.
- iv. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its bid.

**18. Clarification of bids.-**

- a. To assist in the examination, evaluation, comparison and qualification of the bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its bid. The committee's request for clarification and the response of the bidder shall be in writing.
  - b. Any clarification submitted by a bidder with regard to its bid that is not in response to a request by the committee shall not be considered.
  - c. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial bids.
  - d. No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission responsive shall be sought, offered or permitted.
  - e. All communications generated under this rule shall be included in the record of the procurement proceedings.
19. The Procuring entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the bidders. Reasons for doing so shall be recorded in writing.
- a. Any change in the constitution of the firm etc. shall be notified forthwith by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm etc. from any liability under the contract.
  - b. No new partner/partners shall be accepted in the firm by the contractor in respect of the contract unless he/they agree to abide by all its terms, conditions and deposit with the procuring entity a written agreement to this effect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient to discharge for any of the purpose of the contract.
20. Direct or indirect canvassing on the part of the Bidder or his representative will be a disqualification.
- 21 **Recoveries** of liquidated damages and other types, if any, shall ordinarily be made from bills and from his dues and security deposit available with the department. In case recovery is not possible, recourse will be taken under Rajasthan PDR Act or any other law in force.
- 22 If a Bidder imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless

specifically mentioned in the letter of acceptance of tender issued by the Procuring entity.

- 23 Right of Acceptance: The Director General, HCM RIPA, JAPUR reserves all rights to reject any or all tenders without assigning any reason.
- 24 Final evaluation shall be done on the basis of the most advantageous & lowest bidder
- 26 The successful bidder will have to commence the services within 7 days of the award of the contract or from the date prescribed by the institute in this regard.
27. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Bidder fails to observe and comply with the stipulations made herein or back out after quoting the rates, the BID SECURITY will be forfeited.
28. Communication of Acceptance:— Successful bidder shall give acceptance within 07 working days from the date of receipt of the work order, failing which the work order issued stands cancelled and the BID SECURITY will be forfeited
29. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with BID SECURITY of requisite amount/format, or any other requirements, stipulated in the BID documents are liable to be rejected.
30. After opening of Technical bid and verifying the Bid Security amount, the technical bids shall be evaluated later on to ensure that, the bidders meet the eligibility criteria as specified in the Bid document.
31. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids and qualification of the bidders, the Director General, HCM RIPA, JAPUR may, at its discretion, ask any bidder for a clarification of its bid. If a bidder does not provide clarifications of its bid by the date and time set by the HCM RIPA, their bid may be rejected.

32. The successful bidder shall enter into contract and the authorized signatory shall execute and sign the contract agreement in accordance with the articles of agreement and general conditions and provisions contained in the Bid document before commencement of service.

33. Financial bid will be opened for the qualified technical bidders.

34. If the bidder fails to perform as per the terms and conditions of the bid, the firm shall be imposed with the penalty as deemed fit by the institute. If the bidder does not deposit the penalty, the firm shall be liable to be penalised as per the provisions of the PDR Act.

**35. Bid security.-**

1. Bid security shall be 2% or as specified by the State Government of the estimated value of subject matter every bidder, if not exempted, participating in the procurement process shall be required to furnish the bid security as specified in the notice inviting bids. In lieu of bid security, a bid securing declaration shall be taken from Departments' of the State Government and Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.
2. Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
3. The bid security may be given in the form of cash, a banker's cheque or demand draft or bank guarantee, in specified format, of a scheduled bank or deposit through e-GRAS. The bid security must remain valid thirty days beyond the original or extended validity period of the bid.
4. The bank guarantee presented as bid security shall be got confirmed from the concerned issuing bank.
5. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
6. The Bid security taken from a bidder shall be forfeited in the following cases, namely:-

- (a) when the bidder withdraws or modifies its bid after opening of bids;
- (b) when the bidder does not execute the agreement, if any, after placement of supply / work order within the specified period;
- (c) when the bidder fails to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) when the bidder does not deposit the performance security within specified period after the supply/work order is placed; and if the bidder breaches any provision of code of integrity prescribed for bidders specified in the RTPP Act & RTPP Rules

### **36. Performance security.-**

1. The amount of performance security shall be five percent, or as may be specified in the bidding documents, of the amount of supply order in case of procurement of goods and services.
2. Performance security shall be furnished in any one of the following forms-
  - (a) deposit through eGRAS;
  - (b) Bank Draft or Banker's Cheque of a scheduled bank;
  - (c) National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of bid and formally transferred in the name of procuring entity with the approval of Head Post Master;
  - (d) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank.
  - (e) Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 for bid security;
  - (f) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring
  - (g) entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the Fixed Deposit Receipt that the

bidder furnishes an undertaking from the bank to make payment/premature payment of the Fixed Deposit Receipt on demand to the procuring entity without requirement of consent of the bidder concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

3. Performance security furnished in the form specified in clause (b) to (e) of sub-rule (3) shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.
4. The Performance security taken from a bidder shall be forfeited according to RTPP Rules / GF&AR Rules.

37. An agreement on non-judicial stamp paper of prescribed amount as per rules is to be signed by the bidder and RIPA according to RTPP Rules / GF&AR Rules.

38. Resolution of Disputes :- All disputes or differences whatsoever arising between the parties out of or in relation to the House Keeping & Gardening contract, meaning and operation or effect of these Bidders Documents or breach there of shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by Arbitration as per Arbitration and Conciliation Act 1996. For enforcement of awards or any other litigation, court/Tribunal at Jaipur will have jurisdiction.

39. Any notice given by one party to the other pursuant to this contract shall be sent in writing to the concerned Party at the address as mentioned in the contract. Tenders are not transferable.

40. **SERVICE TAX** Quoted prices should not include taxes and duties. Please note that the responsibility of payment of Service Tax lies with the Service Provider only. The Bidder shall also furnish copy of "Service Tax Registration Certificate" along with the Bid, wherever Service Tax is applicable.

Contractor providing taxable service shall issue an Invoice, a Bill or as the case may be, a Challan which is signed, serially numbered, and shall contain the following:

- (a) Name, Address & Registration No. of such Person/Contractor
- (b) Name & Address of the Person/Contractor receiving Taxable Service
- (c) Description, Classification and Value of Taxable Service provided
- (d) Service Tax Amount Payments to Service Provider for claiming Service Tax amount will be made provided above formalities are fulfilled.

**41. COMPLIANCE OF VARIOUS LABOUR & INDUSTRIAL LAWS:**

a. The contractor's firm/concern should be an independent establishment having its own registration for Provident Fund Account Numbers with the Regional Provident Fund Commissioner (RPFC) under the Employees Provident Funds & Misc. Provisions Act 1952. It shall be obligatory on the part of the contractor to submit along with their monthly bills a copy of challan in proof of the payment of PF contribution (Employer and Employees) alongwith the detailed status submitted to RPFC showing the name of contractor's employees and the amount remitted in respect of such employees. All incidental expenses such as Administrative charges etc. shall be the contractor's liability.

b. It shall be the sole liability of the contractor (including the Contracting firm/company) to obtain and to abide by all necessary certificates/licenses/permissions from the concerned authorities as provided under the various labour legislation's including the Labour License obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970. No work shall be allowed to start without a proper Labour License, if applicable. License should be obtained for maximum number of labours to be deployed on any one day. The agency shall not pay to the persons engaged by him less than the minimum wages as approved under Minimum Wages Act 1948. The entire responsibility of payment as per Minimum Wages Act shall be of the contractor.

c. The contractor shall discharge obligations as provided under various applicable statutory enactment's including the Employees Provident Fund & Miscellaneous Provision Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970, the Inter-state Migrant workmen (Regulation of employment & conditions of Service)

Act, 1979, the Minimum Wages Act, 1948, the payment of Wages Act, 1936, the Workmen's Compensation Act, 1923, and other relevant Acts, Rules and Regulations enforced from time to time. The contractor shall be liable for all payments etc. arising out of enforcement of the said legislature. Further, the contractor should maintain records etc. as required under the Legislature and produce the same for inspection whenever asked for.

d. The contractor shall be responsible for providing leave with wages/compensatory holidays as per the relevant Act applicable.

e. The contractor shall ensure payment of Bonus to its employees under payment of Bonus Act 1965, which shall in no case will be less than the minimum Bonus prescribed under the Act from time to time.

f. The contractor shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payments to be made in respect of the contract and the personnel employed for rendering service to HCM RIPA and shall deposit these amounts on or before the prescribed dates.

Yours sincerely,

Authorized Signatory

Full Name and Designation

Stamp of the Agency:

**TECHNICAL BID SUBMISSION FORM**  
**Letter of Bid**

**(To be printed on Bidder's letterhead)**

To

The Director General, HCM RIPA, Jaipur.

Ref: Invitation for Bid in respect of BID Notice dated.....

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute in conformity with the bid document for **“GARDENING & HOUSEKEEPING Services OF RIPA CAMPUS, JAIPUR”**.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before the expiration of that period.
4. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that RIPA is not bound to accept highest Ranked bid / lowest bid or any other bid that RIPA may receive.
6. This is to certify that I/we before signing this BID have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them. Enclose a copy of the latest Govt Order on minimum wages. There would be no increase in the rates during the contract period except for provision made under the terms and conditions.

Note:

- All the gardening items like gardening equipments , fertilizers , seasonal plants, and other required gardening items shall be provided by the concerned agency(Name-----) as per the requirements of every month and every now and then. This variable cost should be included in the financial bid value.
- All cleaning items like spray, room freshener, deodorant, brooms, wipers , vaccuum cleaners, naphthalene balls, odonils, allouts, liquid soaps, toilet soaps, toilet rolls, coaster, dolly papers, mosquito repellents/ kala hit and other disinfectant and consumables shall be provided by the concerned agency(Name-----) as per the requirements of every month and every now and then. This variable cost should be included in the financial bid value.

**(Note :- The human resources (Workers) shall be provided by the bidder in sufficient/adequate numbers, such that the Work/Services are not hindered/suffered.)**

Date:

Place:

Yours sincerely,

Authorized Signatory

Full Name and Designation

Stamp of the Agency:

**BIDDER DETAILS FORM**  
**General Details of Bidder**

S. No.	Particular	Input
1.	Name of the Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address	
4.	Phone No. / Mobile No	
5.	Fax	
6.	E-Mail ID	
7.	Sale Tax/Labour Dept. Registration number	
8.	PAN No.	
9.	Bid Security (Earnest money deposit) Rs. 70,000/- (Seventy Thousand only) In favour of Director , HCM RIPA Jaipur	D.D/ Bankers Cheque. No ..... Date. ....
10.	Experience with duly authenticated certificate	
11.	Please attach the copy of EPF No. ESI No. Service Tax No.	
12.	Details of Bank turnover for the last three years with documentary proof	
13.	Bid document fee	Cash receipt No. .... Date :- ..... Banker's Cheque/DD No. - .....

## **Particular Details of Bidders Representative**

1. Name of the Contact Person .....
2. Designation .....
3. Phone No. ....
4. Mobile No. ....
5. E-Mail ID. ....

### **UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and period of extension,
3. I/We give the rights to the Director General, RIPA to forfeit the Bid Security /Performance Security by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the Housekeeping services that includes Gardening and housekeeping services of RIPA campus and different buildings (PB, NB, CGG, Vishranti, cottage, guest house ) whichever is applicable, as per the provisions in the BID document/contract agreement.

Date:

Signature of the Authorized Signatory

Place: Designation:

(Office seal of the Bidder)

## **Bidders Terms & Conditions for Housekeeping & Gardening services of RIPA Campus**

### **Bidders Eligibility Criteria**

- a. Bidder having at least 3 years satisfactory experience of providing Housekeeping Services and Gardening Services in a reputed institution(s)/Government Departments/Hotels/Malls etc. where regular daily Housekeeping services and Gardening Services are being rendered with turnover of at least 50,00,000/- ( Rs. fifty lakhs only) in the last three years as a whole and not less than Rs. 25 Lakhs in each of the last three years.
- b. The Bidders must be registered with EPF Department, ESI Department and must have PAN. The bidder should have a license also under Contract Labour (Regulation & Abolition) Act — 1970, if applicable.
- c. The Bidders must have an authenticated documentary evidence certifying an turnover of at least of 50,00,000/- (fifty lakhs only) in the last three years. The Bidders may visit the Centre to take an idea of the job to be undertaken.
- d. Banker's solvency certificate for Rs. 5 Lacs (Five Lakhs only) from a bank of repute.
- e. The Bidders must have authenticated documents (Challans) of EPF Department, ESI Department for each of the three last Month.
- f. LANGUAGE OF BID: ENGLISH / HINDI

### **Definitions**

In the documents unless mentioned or expressed clearly, the terms "Bidder" or Contractor HCM RIPA, Jaipur/Institute would have meaning as given below:

- a. Bidder or Contractor: the company firm participating and quoting for the tender.
- b. HCM RIPA, Jaipur- Harish Chandra Mathur Rajasthan Institute of Public Administration.

Date :

(Name and Signature of Bidder  
with stamp of the firm)

**TERMS AND CONDITIONS - GARDENING & HOUSEKEEPING  
SERVICE IN RIPA (Including PATEL BHAWAN, NEHRU BHAWAN,  
CGG,Vishranti, Cottage, Guest House & RIPA CAMPUS ) :-**

-Gardening & Housekeeping contract will include all covered as well as open areas of the Institute, which shall include gardening, sweeping, cleaning, wiping, dusting, washing of whole area of RIPA Building, Sports area, maintenance of Swimming Pool & open spaces all over the Campus.

-Even on Sundays and Holidays all jobs relating to gardening & housekeeping will be completed. -The Vendor will provide a team of adequate number of personnel's including one Manager/ adequate number of Supervisors deployed during office hours will have proper qualification in Gardening & Housekeeping, maintain good conduct and be physically fit for the work. -All the workers will wear clean uniforms while attending to their duties and carry their photo identity cards, displayed prominently. -The Vendor will provide summer / winter uniform, shoes etc. to their employees. Desired level of cleanliness in the entire RIPA Campus will be maintained and for this, all materials / instruments etc. will be provided by the Vendor.

-Good branded (and approved by the Institute) seasonal flowering plants/organic manure & fertilizers/ toiletries/cleaning materials/ instruments in sufficient quantity and good quality (as decided by the Institute) to be provided by the vendor will be as under:

a. Seasonal plants in every season . b. Govt approved & good Quality organic manure. c. All gardening instruments/machines/lawn mover apparatus/buckets/water pipes/other items used in gardening. d. To develop & maintain Rose garden. -Vendor shall ensure specialized maintenance of the campus that shall include proper watering, manuring, mowing, cutting, trimming & other necessary related works associated with gardening.

a. Soap/liquid soap b. Odonil, Naphthelene balls in toilets c. Detergents, phenyl, toilet acid d. Glass cleaners e. Brushes, Brooms / Wipers / other cleaning equipments, Sponges,

Mops etc. f. Vacuum cleaner g. Floor scrubbing, polishing machine, tile cleaning material. h. Mosquito repelling mats & liquids / Brasso/Silvo/Polishing material/paint etc. -The vendor will provide toiletry kit, -Vendor shall ensure specialized maintenance of sweeping, cleaning, wiping, dusting, washing of all office building, rooms and bathrooms along with furniture, toilets & electrical fixtures, room / office room / class room, electricity fittings, bathroom fittings, buckets, sanitary wares, brackets etc. will be ensured .

- Provision of the following specialized staff will be ensured: a. Sweepers b. Garden workers c. Supervisors to ensure proper gardening & housekeeping of the RIPA building & campus. -Electricity should be used to a minimum, and AC should not be used during Housekeeping of the individual rooms.

## **DAILY SERVICES**

-Watering of plants, lawns ,trees. Removal of weeds, brooming of open spaces, gardens, picking up of dry leaves , hedge cutting , trees/logs cutting & picking . To take care of the garden as a whole, so that the plants , trees , lawn ,etc. are maintained and does not get dried up.

-Removal of waste material / garbage from the dustbin, buckets, mugs and entire premises including the toilets, open areas / office premises, Dusting and vacuuming of furniture, cupboards, telephone instruments and doors, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during morning time, Acid cleaning and scrubbing of toilets, wash basins, electricity boards, sanitary fittings using detergents, phenyl, deodorants and disinfectants at least twice a day, Cleaning / mopping of floor area by detergents, disinfectants, etc. in the morning or as and when required during the day, Provision of toiletries in the toilets to be checked, Vacuum cleaning / washing of carpets wherever provided at the Institute. Provide soap-cakes for each bathroom/toilets daily. Maintaining Checklist for all the activities.

-The swimming pool & adjoining area has to be cleaned. At the start of the season , the swimming pool has to be cleaned by the vendor . In the season from April to September the water in the swimming pool has to be filtered through filter plant and machines which has to be operated by the personnels provided by the vendor. The Tennis / Badminton / Volleyball courts & other open areas are to be swept& all the waste matter has to be picked up from there and dumped in the Dustbin. -The waste material that has been gathered daily shall be shifted to the dumping yards in the campus.

## **WEEKLY SERVICES**

-Watering of plants, lawns ,trees. Removal of weeds, brooming of open spaces, gardens, picking up of dry leaves. To make the boundries of small plants as well as large trees. To take care of the garden as a whole, so that the plants , trees , lawn ,etc. are maintained and does not get dried up.

-To maintain the lawns , gardens , plants in pots , seasonal flowering plants , small plans , trees , etc. in the RIPA campus.

-Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas etc.

-Removal of cobwebs, dusts, termites, insects, pests etc.

-Windows sponging and cleaning, blinds / curtains cleaning .

-Keeping ceiling and table / pedestal fans, desert coolers ,water coolers air-conditioning grills dust-free.

- Cleaning of dustbins.and buckets with detergents.

- Up-keep of partitions glasses and panes with utmost care and by application of glass cleaning chemicals.

-Acid/Harpic cleaning of sanitary wares.

- Polishing & oiling of door-closers, door handles, and other brass fittings with silvo/brasso/lubricants, dusting and cleaning of murals, sceneries, photo-frames, idols etc.
- Polishing of taps and other steel fittings in the toilets with Silvo/Brasso.
- To spray Good Knight or equivalent etc in rooms, class rooms, office rooms, conference hall, etc. to keep all such area insects free. -The vendor will provide the mosquito repellent spray pump and the spraying material.
- Shampooing / spraying / disinfecting all carpets. Sofa / chair /table cleaning .
- Pest control of the entire building will be done as required by the Institute.
- Specialized cleaning of computers, peripherals, hardware, telephones, workstations and other sophisticated equipments as per direction of the Institute.
- The swimming pool & adjoining area has to be cleaned. In the season from April to September the water in the swimming pool has to be filtered through filter plant and machines which has to be operated by the personnels provided by the vendor. The Tennis / Badminton / Volleyball courts are to be swept& all the waste matter has to be picked up from there and dumped in the Dustbin. The synthetic tennis courts are to be washed with water and wiped once a week.
- The spaces nearby the roads , buildings , sports grounds, other open spaces, wherein the wild grass and weeds grows , has to be cleaned.
- The washing / dry cleaning of towels , curtains , chair/sofa covers shall be done as and when required .
- The waste material gathered in the dumping yards shall be shifted out of the campus weekly/monthly, as required.

Date:

(Name and Signature of Bidder

Place:

with stamp of the firm)

**Note: - The area scope and terms/conditions of gardening and housekeeping service contract are enclosed in details at annexure I and annexure II**

**बागवानी कार्य का स्कोप एवं शर्तें**

1. संस्थान परिसर में निम्न स्थानों पर बागवानी से संबंधित समस्त कार्य करवाया जाना है:—  
नेहरू भवन, पटेल भवन, कॉपरेटिव स्टोर, कॉटेज काम्पलेक्स, सुशासन केन्द्र, मूर्ति स्थल, स्वीमिंग पूल, डिस्पेन्सरी, टेनिस कोर्ट, विश्रान्ति, नर्सरी, गुलाब क्यारी, सामुदायिक केन्द्र आदि के समीप के लॉन्स एवं आस पास के क्षेत्र में लगे हुए पेड़-पौधो, गमले, हैज, आदि की कंटाई, छंटाई, सफाई, निरायी बागवानी संबंधित समस्त कार्य एवं आवश्यकतानुसार समय-समय पर कीटनाशक दवाईयों का छिड़काव करना, गोबर की खाद एवं यूरिया, डी. ए.पी. एवं सीजनल पौधो के बीज आदि लाना।
2. संस्थान के बागवानों द्वारा नेहरू भवन के सामने स्थित बालौद्यान व अतिथिगृह में बागवानी संबंधित समस्त कार्य किया जावेगा।
3. समस्त क्षेत्र में सीजनल/मौसमी फुलवारी के लिए स्वयं बोलीदाता के खर्चे पर पौध तैयार कर पूरे क्षेत्र की आवश्यकता व सौन्दर्यकरण को ध्यान में रखते हुए लगाना।
4. बोलीदाता को वर्ष भर में न्यूनतम 12 ट्रेक्टर ट्रौली गोबर की खाद व 6 कट्ट (50 किलो के) यूरिया/डी.ए.पी. खाद के उपलब्ध करवाने होंगे, यदि उक्त मात्रा में खाद उपलब्ध नहीं करवाई जाती है तो बोलीदाता को किये जाने वाले भुगतान में से उक्त खाद की राशि काटी जावेगी।
5. संस्थान परिसर में जब कभी भी जिस किसी क्षेत्र में नवीन पौधे/लॉन्स वगैरह लगाये जावेगी,तो संस्थान द्वारा उक्त कार्य हेतु पेड़-पौधे, दूब एवं खाद उपलब्ध करवाई जावेगी, परन्तु उनकी देख रेख, सिंचाई आदि एवं विकास की पूरी जिम्मेदारी बोलीदाता की होगी तथा उक्त कार्य करवाने हेतु श्रमिक बोलीदाता को उपलब्ध करवाने होंगे, इस कार्य हेतु अलग से किसी राशि का भुगतान नहीं किया जावेगा।
6. लॉन्स की सिंचाई एवं रख-रखाव का कार्य माह में निरन्तर किया जावेगा।
7. दूब की कटाई ग्रीष्म ऋतु व वर्षा ऋतु में माह में दो बार तथा शेष अवधि में आवश्यकतानुसार व निर्देशानुसार करवानी होगी।
8. खरपतवार निर्देशानुसार आवश्यकतानुसार निकालनी होगी।
9. अनुबंधित क्षेत्र में नियमित रूप से झाड़ू लगानी होगी।
10. इच्छुक बोलीदाता/संस्थाओं द्वारा परिसर एवं उक्त परिसर में जहाँ बागवानी कार्य किया जाना है का निरीक्षण परिसर प्रबंधक से पूर्व अनुमति प्राप्त करके किसी भी कार्य दिवस को किया जा सकता है।
11. बोलीदाता को रखे गये बागवानी श्रमिको को राज्य सरकार/श्रम विभाग द्वारा निर्धारित न्यूनतम मजदूरी का भुगतान करना होगा। यदि राज्य सरकार द्वारा न्यूनतम मजदूरी में भविष्य में बढ़ोत्तरी की जाती है, तो इसका वहन बोलीदाता को स्वयं करना होगा।
12. निम्न स्थानों पर प्रत्येक तिमाही में (माह अप्रैल, जुलाई, अक्टूबर व जनवरी) में जंगली घास, पेड़-पौधों की कटाई/छंगाई एवं सफाई आदि करनी होगी:—
  1. परिसर में स्थित सड़को के दोनो ओर 10'10 फीट तक।
  2. विश्रान्ति में ए विंग व बी विंग के बीच का स्थान।

3. विश्रान्ति में बी विंग व सी विंग के बीच का स्थान।
4. विश्रान्ति में सी विंग व विश्रान्ति कार्यालय के बीच का स्थान।
5. विश्रान्ति में डी विंग व मैस नं0 1 के बीच का स्थान।
6. विश्रान्ति में डी विंग व मैस नं0 2 के बीच का स्थान।
7. विश्रान्ति में मैस नं0 एक व न्यू विंग के बीच का स्थान।
8. कॉटेजेज के पीछे एवं आस पास का क्षेत्र।
9. केन्टीन व डिस्पेन्सरी के सामने वाला स्थान।
13. संस्थान परिसर में लगे पेड़-पौधों की निर्देशानुसार छंटाई समय-समय कर करनी होगी।
14. बोलीदाता को बगीचों/उद्यानों आदि में उपयोग में आने वाले बागवानी यंत्रों, जो कि उसके द्वारा अनुबंध के समय काम में लिये जावेंगे जैसे खुर्पा, फावड़े, घास काटने की मशीनें, तसले, बाल्टी-मग,स्केटियर, हेज काटने की मशीन, कुल्हाड़ी एवं सिंचाई के पाईप आदि बागवानी यंत्रों की सूचियाँ संलग्न करनी होगी। उक्त उपकरण आदि बोलीदाता को स्वयं लाने होंगे। संस्थान द्वारा कोई सामान उपलब्ध नहीं कराया जावेगा।
15. बोलीदाता को कार्य दक्षता एवं यंत्रों के संचालन के प्रदर्शन हेतु बुलाये जाने पर समस्त यंत्रों सहित भाग लेना अनिवार्य होगा।
16. बोलीदाता को श्रम संबंधी कानूनों के तहत श्रमिकों को रखना होगा। बोलीदाता यह प्रमाण-पत्र देगा कि उसके द्वारा जो भी बागवानी कर्मी लगाए गए हैं, वे सजायफ्ता मुजरिम नहीं हैं तथा बोलीदाताओं समस्त लगाए गये श्रमिकों के आचरण की जिम्मेदारी लेनी होगी। यदि बोलीदाता के श्रमिक इस संस्थान में अवैध कृत्य करते हुये पाये जाते हैं तो उनके खिलाफ कानूनी कार्यवाही की जावेगी तथा होने वाले नुकसान की प्रतिपूर्ति बोलीदाता द्वारा की जावेगी।
17. बोलीदाता अपने समस्त कर्मियों/श्रमिकों को वर्दी में संस्थान में भिजवाएगा। वर्दी पर बोलीदाता फर्म का नाम अंकित होगा तथा वर्दी पर श्रमिक का बैच लगा हुआ होगा। जिस पर श्रमिक का नाम, पता अंकित होगा तथा फोटो लगी होगी। बोलीदाता द्वारा उपलब्ध कराये गये श्रमिकों की एक सूची मय नाम, पते एवं फोटो के संस्थान में देना अनिवार्य होगा तथा श्रमिकों का पुलिस वेरीफिकेशन स्वयं के स्तर पर करवाना होगा।
18. बोलीदाता के श्रमिकों द्वारा यदि संस्थान की सम्पत्ति को कोई नुकसान पहुँचाया जाता है तो उसका भुगतान बोलीदाता को तत्काल करना होगा। इसके अलावा कार्य के दौरान किसी श्रमिक के साथ कोई दुर्घटना होती है तो उसकी जिम्मेदारी बोलीदाता की होगी। कार्यों में लगे श्रमिकों की किसी कारण मृत्यु हो जाती है तो क्षतिपूर्ति/मुआवजा आदि देने का दायित्व बोलीदाता का होगा। इसके लिए सरकार किसी भी प्रकार से सहयोगी एवं जिम्मेदार नहीं होगी।
19. वर्षाकाल में घास काट कर ले जाने हेतु एक मुश्त राशि रूपये 2000/- बोलीदाता को राजकोष में जमा करवाने होंगे।
20. बोलीदाता द्वारा नियोजित किये गये श्रमिकों द्वारा 240 दिन पूर्ण कर लिये जाने के पश्चात् किसी श्रमिक को हटाये जाने का कार्य मुक्त करने की स्थिति में औद्योगिक विकास अधिनियम 1947 के प्रावधानों के अनुसार नोटिस या नोटिस वेतन एवं छंटनी मुआवजना देने का दायित्व यदि कोई हो तो बोलीदाता का होगा।

21. बोलीदाता के श्रमिकों को ई.पी.एफ. निधि में राशि जमा करवाने एवं अन्य वित्तीय अथवा कानूनी दायित्वों की जिम्मेदारी बोलीदाता की होगी, इस हेतु संस्थान द्वारा अलग से कोई भुगतान नहीं किया जावेगा।
22. अनुबंध की अवधि में यदि कोई व्यवधान होता है तो बोलीदाता इस अवधि में संस्थान में बागवानी कार्य कराने में असमर्थ रहता है तो संस्थान द्वारा अपने स्तर पर बागवानी कार्य कराने में जो राशि व्यय होगी, वह राशि बोलीदाता के मासिक बिल से वसूली की जावेगी।
23. बोली निर्धारित प्रपत्र में ही स्वीकार की जावेगी।
24. अनुबंध पर कार्यरत श्रमिकों का संस्थान परिसर में अच्छा व्यवहार रखना होगा। यदि बोलीदाता के किसी श्रमिक की शिकायत प्राप्त होती है तो उसको तत्काल संस्थान परिसर से बाहर कर दिया जावेगा और वह यदि किसी अवपराधिक गतिविधि में लिप्त पाया जाता है तो उसके विरुद्ध कानूनी कार्यवाही की जावेगी तथा होने वाले व्यय की प्रतिपूर्ति बोलीदाता द्वारा की जावेगी।
25. बागवानी कार्य हेतु प्रारम्भ में तीन माह के लिए कार्यादेश दिये जावेंगे, यदि उक्त तीन माह की अवधि में कार्य संतोषप्रद नहीं पाया गया तो तीन दिवस का नोटिस देकर अनुबंध समाप्त कर दिया जावेगा। बागवानी कार्य उत्कृष्ट/संतोषप्रद होने पर अनुबंध की अवधि शेष एक वर्ष एवं 9 माह के लिए बढ़ाई जा सकेगी। अनुबंध की उक्त दो वर्ष की अवधि में यदि बागवानी कार्य उत्कृष्ट/संतोषप्रद पाया गया तो बागवानी कार्य का अनुबंध की अवधि का पचास प्रतिशत अर्थात् एक वर्ष तक दोनों पक्षों की आपसी सहमति से ओर बढ़ाया जा सकेगा।
26. बोलीदाता द्वारा प्रस्तुत प्रमाण-पत्र या ओर कोई त्रुटि पाये जाने पर बोली को रद्द करने का अधिकार अतिरिक्त निदेशक (प्रशासन) रीपा, जयपुर को होगा।
27. न्यूनतम दरो को स्वीकार/अस्वीकार करने का अधिकारी अतिरिक्त निदेशक (प्र0) रीपा, जयपुर के पास सुरक्षित रहेगा, जो वाद योग्य नहीं होगा।
28. श्रम संबंधी कानूनों की पालना नहीं करने अथवा अनुबंध की शर्तों का उल्लंघन करने पर बिना सूचना दिये अनुबंध समाप्त किया जा सकता है।
29. बोली की समस्त शर्तों के अतिरिक्त सामान्य वित्तीय एवं लेखा नियमों की शर्तें एवं विनिलमय तथा राज्य सरकार के निर्देश बोलीदाता पर कभी भी बाध्य हो सकते हैं।
30. संस्थान परिसर में उद्यानों आदि में लगे फूल-वे वाल्व इत्यादि की कोई चोरी, टूट-फूट इत्यादि की लिखित शिकायत तत्काल बोलीदाता द्वारा केयर टेकर को करनी होगी। सूचना न देने पर यह माना जावेगा कि उक्त सामान बोलीदाता के श्रमिकों द्वारा गायब कर दिया गया है। दण्डस्वरूप उक्त सामान बोलीदाता को लगवाना होगा अन्यथा राशि की वसूली बिल या कार्य सम्पादन प्रतिभूति राशि में से कर ली जावेगी। बोलीदाता को उक्त चोरी की सूचना तत्काल परिसर प्रबंधक को लिखित में देनी होगी। परिसर प्रबंधक द्वारा घटना की जाँच करवाई जावेगी। जाँच में बोलीदाता को अपना पक्ष रखने की अनुमति होगी। बोलीदाता जाँच की अपील अतिरिक्त निदेशक (प्र0) रीपा से कर सकता है। अतिरिक्त निदेशक (प्र0) का निर्णय अंतिम होगा तथा बोलीदाता को मान्य होगा।
31. बागवानी कार्य हेतु दिये गये उद्यान के अनुबंध कार्य के संबंधी में किसी प्रकार के हुए नुकसान की भरपाई बोलीदाता को वहन करनी होगी।

32. यदि कोई पेड़-पौधे सूख जाते हैं तो उसकी जिम्मेदारी बोलीदाता की होगी। पेड़-पौधों के सूखने/मरने पर या बोलीदाता की लापरवाही से समय से देखभाल न करने पर बोलीदाता उसी प्रकार का पेड़-पौधा लगायेगा ऐसा नहीं करने पर बोलीदाता से क्षतिपूर्ति वसूल की जावेगी।
33. सभी बेकार चीजें जैसे सूखे पत्ते, हैज की कटिंग खरपतवार एवं अन्य अनुपयोगी कचरा इकट्ठा करके नष्ट करना होगा एवं सक्षम अधिकारी को सूचित उठकरना होगा। बोलीदाता को समस्त अनुबंध क्षेत्र में स्वच्छता रखनी होगी।
34. बोलीदाता समस्त क्षेत्र में मौसमी फुलवारी की आवश्यकतानुसार पौध तैयार करवायेगा एवं पूरे क्षेत्र में लगाने की व्यवस्था करेगा। बागवानी के समस्त कार्य समयबद्ध तरीके से करने होंगे।
35. लॉन्स की कटिंग बिजली/डीजल की मशीन अथवा मैनुअली लॉन् मूवर द्वारा की जावेगी। मशीन के अलावा अन्य किसी से घास नहीं काटी जावेगी। बिजली मशीन पर बिजली खर्च संस्थान द्वारा वहन किया जावेगा, परन्तु यदि डीजल लॉन् मूवर से घास की कटिंग की जाती है, तो डीजल का वहन बोलीदाता को करना होगा।
36. पेड़-पौधों एवं लॉन्स आदि में पानी आवश्यकतानुसार देना होगा।
37. हैज कटिंग प्रतिमाह न्यूनतम एक बार अनिवार्य रूप से करवानी होगी तथा हैज को आकर्षक डिजाइन में रखा जावेगा।
38. समस्त पेड़-पौधों के थावले आवश्यकतानुसार न्यूनतम तीन माह में अथवा आवश्यकानुसार बनाने होंगे।
39. उपरोक्त कार्यों के अतिरिक्त अतिरिक्त निदेशक (प्रशासन), परिसर प्रबंधक या प्रभारी उद्यान के अधिकृत प्रतिनिधि द्वारा बताया गया बागवानी संबंधी कार्य भी बोलीदाता को करवाना होगा।
40. परिसर में लगे गुलाबों की कटिंग अक्टूबर माह के अन्त में अथवा नवम्बर माह के प्रथम सप्ताह में करवानी होगी तथा कटिंग के पश्चात् कलमों से नये गुलाब के पौधे तैयार करने होंगे।
41. बागवानी कार्यों को करवाने हेतु श्रमिक प्रातः 9.00 से सांयकाल 5.00 बजे तक प्रतिदिन उपलब्ध करवाने होंगे। बोलीदाता द्वारा कार्य संतोषप्रद/बोली शर्तों के अनुसार नहीं करने पर प्रति शास्ति एवं प्रति दिन 200/- रुपये की शास्ति परिसर प्रबंधक/केयर टेकर की रिपोर्ट के आधार पर की जावेगी। परिसर प्रबंधक/केयर टेकर द्वारा प्रतिदिन बागवानी कार्यों का निरीक्षण किया जावेगा। उनके द्वारा बताई गई कमियों का निराकरण उसी दिन नहीं करने पर तथा कमी/शिकायत अगले दिन यथावत रहने पर 200/- रुपये प्रतिदिन की दर से शास्ति काटी जावेगी।

सफाई कार्य क्षेत्र का स्कोप एवं शर्तें

1. नेहरू भवन, टू-व्हीलर स्टेण्ड, गैराज, सुशासन केन्द्र, पटेल भवन, बेडमिन्टन हॉल, लॉन टेनिस कोर्ट (सीमेन्टेड व सिन्थेटिक कोर्ट), सामुदायिक केन्द्र, स्वीमिंग पूल, विश्रान्ति, कॉटेजेज, अतिथिगृह, विश्रान्ति, कॉटेजेल व सामुदायिक केन्द्र के सामने स्थित पार्किंग स्थल व संस्थान परिसर की सड़के आदि की सफाई का समस्त कार्य कम्प्यूटर लैब की सफाई व क्लीनिंग संबंधित कार्य, जिसमें कम्प्यूटर के सी.पी.यू.मानीटर, की बोर्ड व फर्नीचर की सफाई भी शामिल है
2. इच्छुक बोलीदाता/संस्थाओं द्वारा रीपा, परिसर एवं उक्त परिसर में स्थित भवनों आदि का निरीक्षण संयुक्त निदेशक एवं परिसर प्रबंधक से पूर्व अनुमति प्राप्त करके किसी भी कार्य दिवस को केयर टेकर के साथ किया जा सकता है।
3. फर्म को कार्य दक्षता एवं यंत्रों के संचालन के प्रदर्शन हेतु बुलाये जाने पर समस्त यंत्रों सहित प्रदर्शन करना अनिवार्य होगा।
4. बोलीदाता को श्रम संबंधी कानूनों के तहत श्रमिकों को रखना होगा। ठेकेदार यह प्रमाण-पत्र देगा कि उसके द्वारा जो भी सफाई कर्मी लगाए गए हैं, वे सजायाफ्ता मुजरिम/आदतन अपराधी/बाल अपराधी नहीं हैं तथा समस्त लगाए गये श्रमिकों के आचरण की जिम्मेदारी लेनी होगी। यदि ठेकेदार के श्रमिक इस संस्थान में अवैध कृत्य करते हुये पाये जाते हैं तो उनके खिलाफ कानूनी कार्यवाही की जावेगी तथा होने वाले नुकसान की प्रतिपूर्ति ठेकेदार द्वारा की जावेगी।
5. बोलीदाता अपने समस्त कर्मियों/श्रमिकों को नेवी ब्ल्यू रंग की वर्दी में इस संस्थान में भिजवाएगा। वर्दी पर ठेकेदार फर्म का नाम अंकित होगा तथा वर्दी पर श्रमिक के परिचय सम्बन्धी बैच लगा हुआ होगा। जिस पर श्रमिक का नाम व पता अंकित होगा। बिना वर्दी आने वाले श्रमिकों को इस संस्थान में प्रवेश नहीं दिया जावेगा। ठेकेदार द्वारा उपलब्ध कराये गये श्रमिकों की एक सूची मय नाम, पते एवं फोटो के संस्थान में देना अनिवार्य होगा तथा उनका पुलिस वैरिफिकेशन स्वयं के स्तर पर बोलीदाता को करवाना होगा।
6. कार्य के दौरान किसी के साथ कोई दुर्घटना होती है तो उसकी जिम्मेदारी बोलीदाता की होगी। कार्यों में लगे श्रमिकों का किसी कारण मृत्यु हो जाती है या किसी रूप में दुर्घटना ग्रस्त/घायल अपंग हो जाता है तो उसकी समस्त जिम्मेदारी एवं क्षतिपूर्ति मुआवजा आदि देने का भार बोलीदाता द्वारा वहन किया जावेगा इसके लिये सरकार/संस्थान किसी भी प्रकार से जिम्मेदार नहीं होगी।
7. बोलीदाता द्वारा नियोजित किये गये श्रमिकों द्वारा 240 दिन पूर्ण कर लिये जाने के पश्चात् किसी श्रमिक को हटाये जाने या कार्य मुक्त करने की स्थिति में औद्योगिक विवाद अधिनियम 1947 के प्रावधानों के अनुसार नोटिस या नोटिस वेतन एवं छंटनी मुआवजा देने का दायित्व यदि कोई हो तो पूर्णतः ठेकेदार का होगा। ठेकेदार जिन श्रमिकों को लगायेगा उन्हें राज्य सरकार के निर्देशानुसार न्यूनतम मजदूरी देने का दायित्व स्वयं ठेकेदार का होगा। यदि ठेके की अवधि में राज्य सरकार द्वारा न्यूनतम मजदूरी में बढ़ोत्तरी कर दी जाती है तो उक्त भार बोलीदाता को ही वहन करना होगा, संस्थान द्वारा इस हेतु अलग से कोई भुगतान नहीं किया जावेगा।
8. अनुबंध की अवधि में यदि सफाई/बागवानी श्रमिकों द्वारा हड़ताल की जाती है और ठेकेदार इस अवधि में संस्थान में सफाई कार्य कराने में असमर्थ रहता तो संस्थान द्वारा अपने स्तर पर सफाई कराने में जो राशि व्यय होगी, वह राशि ठेकेदार के मासिक बिल अथवा अमानत राशि में से वसूल कर ली जावेगी।
9. बोलीदाता द्वारा किसी भी प्रकार कार्य किसी अन्य ठेकेदार अथवा किसी व्यक्ति/ फर्म को सबलेट नहीं किया जावेगा। यदि ठेकेदार द्वारा कार्य सबलेट कर दिया जाता है तो उसका ठेका निरस्त कर दिया जावेगा तथा धरोहर राशि जप्त कर ली जावेगी।
10. कसी भी प्रकार के न्यायिक विवाद का अधिकार क्षेत्र जयपुर स्थित न्यायालय होगा।
11. सफाई कार्य हेतु कार्यादेश प्रारम्भ में तीन माह के लिए दिया जावेगा। तीन माह की अवधि में यदि कार्य संतोषप्रद नहीं पाया गया तो तीन दिवस का नोटिस देकर ठेका रद्द कर दिया जावेगा एवं जमा कराई गई

कार्यसंपादन प्रतिभूति राशि जप्त कर ली जावेगी तथा अन्य फर्म/संस्था को सफाई कार्य करवाने में जो अधिक राशि का भुगतान किया जावेगा, उसकी वसूली भी की जावेगी। सफाई कार्य संतोषप्रद होने पर ठेके की अवधि शेष एक वर्ष एवं 9 माह के लिये ओर बढ़ाई जा सकेगी। **उक्त अवधि में यदि सफाई कार्य संतोषप्रद पाया गया तो सफाई अनुबंध दोनों पक्षों की आपसी सहमति से अनुबंध की मूल अवधि के नियमानुसार बढ़ाया जा सकेगा।**

12. बोलीदाता द्वारा प्रस्तुत प्रमाण-पत्रों में या और कोई त्रुटि पाये जाने पर बोली को रद्द करने का अधिकार ह0च0मा0 रीपा, जयपुर को होगा।
13. न्यूनतम दरों को स्वीकार/अस्वीकार करने का अधिकार ह0च0मा0 रीपा, जयपुर के पास सुरक्षित रहेगा। जो वाद योग्य नहीं होगा।
14. बोली की समस्त शर्तों के अतिरिक्त सामान्य वित्तीय एवं लेखा नियमों की शर्तें एवं विनिमय तथा राज्य सरकार द्वारा समय-समय पर जारी आदेश भी प्रभावी होंगे।
15. संस्थान परिसर स्थित नेहरू भवन, पटेल भवन, अतिथिगृह, कॉटेजेज व विश्रान्ति एवं सु:शासन केन्द्र आदि भवनों के समस्त क्षेत्रों जैसे भू-तल, प्रथम, द्वितीय एवं अन्य मंजिलों की गैलरियों, कमरों, शौचालयों, बरामदों, छज्जों, चौक, आदि की सफाई जिसमें भवनों के समस्त भागों की झाड़ू, डस्टर, जालों, दरवाजों, खिड़कियों की सफाई आदि शामिल होगी। इनकी सफाई प्रातः 9.15 बजे से पूर्व एवं मध्याह्न पश्चात् करवानी होगी। भवनों की गैलरियों/बरामदों/आवश्यक स्थलों पर दिन में दो बार पौछा लगवाना होगा, जिसमें साबुन, एसिड, फिनाईल, फिनिट/बेगान स्प्रे, मिट्टी का तेल, कोलीन स्प्रे/या अन्य उत्कृष्ट क्वालिटी के सामान का प्रयोग आवश्यकतानुसार करना होगा। ठेकेदार को सफाई संबंधी समस्त सामग्री तथा फिनाईल, साबुन, मिट्टी के तेल, डोमोकाल, ऑडोनिल, फिनाईल की गोलियाँ, सुगन्धित तेल, वांशिग पाउडर आदि की व्यवस्था स्वयं करनी होगी। सफाई यंत्र जैसे वेक्यूम क्लीनर, पौछा लगाने की मशीन एवं अन्य सफाई यंत्रों की व्यवस्था ठेकेदार को ही करनी होगी। संस्थान द्वारा किसी प्रकार की सफाई सामग्री एवं यंत्र देय नहीं होंगे।
16. **सफाई/बागवानी कार्यों हेतु बोलीदाता को पर्याप्त श्रमिक उपलब्ध करवाने होंगे।** शौचालयों की सफाई प्रातः 9.00 एवं दोपहर 2.30 बजे करवानी होगी तथा फिनाईल आदि भी डलवानी होगी, यदि किसी दिन कोर्स एवं सेमीनार आदि होती है तो टॉयलेट दिन में तीन बार धुलवाने होंगे। पीने के पानी के स्थानों, कूलरों के आस पास एवं ऐसी स्थानों पर जहाँ सामान्यतया गंदगी या पानी जमाव होता है की सफाई नियमित करवानी होगी। टायलेट में नेथलीन की गोलियाँ/टिकियाँ, साबुन/लिक्वड शॉप रखवाना होगा। सफाई सामग्री अच्छी किस्म की काम में ली जायेगी।
17. बोलीदाता को सफाई कार्य हेतु एक सुपरवाइजर रखना होगा। सफाई कार्य चैक लिस्ट के अनुसार करवाने हेतु रखने होंगे। निम्न स्थानों का सफाई कार्य करवाया जाना है: **नेहरू भवन, टू-व्हीलर स्टेण्ड, गैराज, सुशासन केन्द्र, पटेल भवन, बेडमिन्टन हॉल, लॉन टेनिस कोर्ट (सीमेन्टेड व सिन्थेटिक कोर्ट), सामुदायिक केन्द्र, स्वीमिंग पूल, संस्थान परिसर की सड़के आदि की सफाई का समस्त कार्य** उक्त स्थानों के सफाई कार्य करवाने का चैक लिस्ट पर संस्थान द्वारा नामित प्रतिनिधि के हस्ताक्षर करवाने होंगे।
18. सफाई श्रमिक संस्थान की आवश्यकतानुसार प्रातः 7.00 बजे से सांयकाल अथवा आवश्यकतानुसार रात्रि तक उपलब्ध करवाने होंगे। यदि संस्थान में किसी भी प्रकार के विशेष पाठ्यक्रम, सेमीनार व मंत्रीमण्डल की बैठक या अन्य विशेष आयोजन होता है, जिसमें अधिक श्रमिकों की आवश्यकता हो अथवा रात्रि देर तक सफाई श्रमिकों को रुकना पड़ता है तो इसकी व्यवस्था बोलीकार को करनी होगी, जिसके लिये अलग से कोई भुगतान नहीं किया जावेगा। विश्रान्ति, कॉटेजेज व अतिथिगृह का कार्य होटल के समान है, इसमें रुकने वाले अधिकारी/प्रशिक्षु अधिकारी प्रातः एवं रात्रि में किसी भी समय आ सकते हैं, अतः उक्त स्थानों के सफाई कार्य हेतु प्रभारी अधिकारी विश्रान्ति/प्रबंधक विश्रान्ति के निर्देशानुसार सफाई की व्यवस्था हेतु श्रमिक उपलब्ध करवाने होंगे।

19. नेहरू भवन एवं सु:शासन केन्द्र के जिन कमरों में फर्श पर कारपेट लगे हुए हैं उनकी तथा 15 दिवस में एक दिन राजकीय अवकाश वाले दिन वेक्यूम क्लीनर से एवं कम्प्यूटरों व फर्नीचर की सफाई कोलीन स्प्रे से सफाई करवानी होगी । शेष दिन झाडू आदि से सफाई की जावेगी ।
20. संस्थान के नेहरू भवन, पटेल भवन, सु:शासन केन्द्र, सामुदायिक केन्द्र, स्वीमिंग पूल, बेडमिन्टन हॉल,विश्रान्ति, अतिथिगृह, कॉटेजेज, लॉन टेनिस कोर्ट (सिन्थेटिक व सीमेन्टेड) आदि की सफाई प्रतिदिन नियमित रूप से करवानी होगी । प्रातः कमरों के तालें खुलवाने की व्यवस्था संस्थान द्वारा की जावेगी । उसके पश्चात् बोलीदाता को समस्त कमरों की झाडू लगवाना, डस्टिंग का कार्य, टैबलों, कुर्सियों, अलमारियों की सफाई एवं जाले हटवाने आदि समस्त कार्य करवाने होंगे ।
21. सिन्थेटिक लान टेनिस कोर्टों की सफाई प्रतिदिन फूल झाडू से करवानी होगी तथा प्रत्येक सप्ताह उक्त कोर्टों की पानी से धुलाई करवानी होगी । सीमेन्टेड कोर्ट की सफाई सप्ताह में दो बार करवानी होगी ।
22. बोलीदाता यह सुनिश्चित करें कि कमरे में उपलब्ध टेबले, कुर्सी, कम्प्यूटर टेबल, कम्प्यूटर एवं रेक्स एवं इनमें रखी फाईले आदि सभी डस्ट/धूल रहित रहे, इसमें किसी प्रकार की डस्ट/धूल आदि नहीं रहनी चाहिये
23. नेहरू भवन, पटेल भवन, सामुदायिक केन्द्र स्थित गैराज, साईकल स्टेण्ड की सफाई सप्ताह में दो बार करवानी होगी । विशेष अवसरों पर जैसे 15 अगस्त, 26 जनवरी, होली-दीपावली या अन्य विशेष
24. अवसरों पर आदि पर विशेष रूप से परिसर की साफ-सफाई करनी होगी ।
25. यदि बोलीदाता द्वारा अनुबंध के अनुसार कार्य नहीं करवाया जाता है अथवा कार्य के प्रति लापरवाही बरती जाती है तो एक सप्ताह के नोटिस पर अनुबंध समाप्त करके बोलीदाता द्वारा जमा करवाई गई प्रतिभूति राशि जप्त कर ली जावेगी तथा अन्य से अनुबंध कर लिया जावेगा ।
26. बोलीदाता को विश्रान्ति, कॉटेजेज व अतिथिगृह के लिए एक सुपरवाइजर तथा अन्य स्थानों के लिए एक सुपरवाइजर अर्थात् कुल दो सुपरवाइजर सफाई कार्य करवाने हेतु रखने होंगे। उक्त सुपरवाइजर परिसर प्रबंधक/केयर टेकर एवं प्रबंधक विश्रान्ति के बताये अनुसार कार्य करेगा ।
27. स्वीमिंग पूल (पानी के टैंक) के पानी की सफाई में कार्य आने वाली सामग्री जैसे ब्लिचिंग पाउडर, फिटकरी, नीला तोथा, टी.एन.पी. आदि बोलीदाता को उपलब्ध करवाना होगा। पानी को साफ करने हेतु मशीन संस्थान द्वारा उपलब्ध करवाई जावेगी। बोलीदाता को स्वीमिंग पूल के संचालन हेतु लाईफ गार्ड एवं पम्प ऑपरेटर भी उपलब्ध करवाने होंगे। लाईफ गार्ड के पास उचित लाईसेंस/डिप्लोमा/डिग्री होनी चाहिये।
28. **शास्ती :-**परिसर प्रबंधक /अवधाता द्वारा प्रतिदिन सफाई कार्यों का निरीक्षण किया जावेगा । उनके द्वारा बताई गई कमियों का निराकरण उसी दिन नहीं करने पर प्रति दिन 200/- रूपये तक भुगतान में से कटौती की जा सकेगी यह कटौती परिसर अधिकारी/ केयर टेकर की रिपोर्ट के आधार पर की जायेगी । एक ही दिन में एक से अधिक शिकायत प्राप्त होने पर प्रति शिकायत 200/- की दर से राशि काटी जावेगी ।

हस्ताक्षर बोलीदाता

मय मोहर

**नेहरू भवन, पटेल भवन, गैराज, साइकिल स्टेण्ड, सुशासन केन्द्र, अतिथिगृह, कॉटेजेज, सामुदायिक भवन, विश्रान्ति एवं रीपा परिसर आदि की सफाई की चौक लिस्ट**

क्र०स०	कार्य विवरण	कार्य करने का दिन	संबंधित प्रतिनिधि हस्ताक्षर	प्रभारी अधिकारी के हस्ताक्षर
1.	समस्त कमरों की सफाई	प्रतिदिन प्रातः 9.30 बजे से पूर्व		
2.	कारपेट की वेक्यूम क्लीनर से सफाई (अ) नेहरू भवन (ब) पटेल भवन (स) महिला संदर्भ केन्द्र	आवश्यकतानुसार		
3.	समस्त पंखों की कोलीन आदि से सफाई (माह में एक बार)	आवश्यकतानुसार		
4.	समस्त ट्यूबलाईट्स आदि के स्विच आदि (माह में एक बार)	आवश्यकतानुसार		
5.	समस्त टेलीफोन की डिटोल से सफाई (माह में एक बार)	आवश्यकतानुसार		
6.	समस्त दरवाजों एवं कुन्दों की सफाई	आवश्यकतानुसार		
7.	थिनर, सिरका या कोलीन स्प्रे से कांचों की सफाई	आवश्यकतानुसार		
8.	नेहरू भवन एवं सुशासन केन्द्र की साबुन/डिटरजेन्ट से धुलाई (माह में एक बार)	आवश्यकतानुसार		
9.	समस्त टॉयलेट्स की टाईल्स, सेनेटरी उपकरण की सफाई (माह में एक बार)	आवश्यकतानुसार		
10.	समस्त टॉयलेट्स की सफाई प्रतिदिन (सप्ताह में एक बार ब्लीचींग पाउडर, एसिड एवं हारपिक से)	आवश्यकतानुसार		
11.	नेहरू भवन, पटेल भवन, विश्रान्ति, अतिथिगृह, कॉटेजेज, सामुदायिक केन्द्र के सामने स्थित पार्किंग स्थल/गैराज/टू-व्हीलर स्टेण्ड स्कूटर स्टेण्ड की सफाई	प्रत्येक सप्ताह अथवा आवश्यकतानुसार		
12.	समस्त कमरों में फिनिट	आवश्यकतानुसार		
13.	भवन के जालों की सफाई :- (अ) नेहरू भवन, पटेल भवन	प्रत्येक सप्ताह अथवा आवश्यकतानुसार		

	(ब) सु:शासन केन्द्र, अतिथिगृह (स) विश्रान्ति, कॉटेजेज (द) सामुदायिक केन्द्र,स्वीमिंग पूल			
14.	नेहरू भवन, पटेल भवन, सी.जी.जी. विश्रान्ति, अतिथिगृह, सामुदायिक केन्द्र, भवन की समस्त छतों की सफाई	माह में एक बार अथवा आवश्यकतानुसार		
15.	पानी की टंकियों की सफाई (अ) नेहरू भवन, पटेल भवन (ब) सु:शासन केन्द्र, अतिथिगृह (स) विश्रान्ति, कॉटेजेज (द) सामुदायिक केन्द्र,स्वीमिंग पूल	उक्त भवनो में स्थित ग्राउन्ड वाटर टैंको एवं छतों पर स्थित टंकियों की सफाई प्रत्येक तिमाह में मेकेनाईज्ड तरीके से करवानी होगी।		
16.	स्वीमिंग पूल की सफाई(पूर्ण रूप से) (अप्रैल से सितम्बर-अक्टूबर तक) सुबह एवं सांय प्रत्येक दिन	स्वीमिंग प्रायः माह अप्रैल से चालू होता है तथा सितम्बर- अक्टूबर तक कार्य में लिया जाता है, उक्त पूल की सफाई माह मार्च से शुरू करवाई जाती ताकि माह अप्रैल से इसको कार्य में लिया जा सके।		
17.	समस्त रीपा कैम्पस जिसमें सभी भवन सम्मिलित है में कीटनाशक, मच्छर मारने की दवा/दीमक मारने की दवा एवं अन्य कीड़े-मकौड़ें आदि मारने की दवा का छिडकाव	प्रत्येक तिमाही अथवा आवश्यकतानुसार		

**Note :- Annexure A,B,C,D are attached with the bid document according to the Rajasthan Transparency Public Procurement Act 2013. Bidder should read this document carefully and then append his signature on it.**

**GENERAL CONDITONS FOR HOUSEKEEPING SERVICE IN VISHRANTI,  
COTTAGE & GUEST HOUSE:-**

Housekeeping contract will include all covered as well as open areas of the Vishranti complex including VIP guest house, Cottages, Vishranti Rooms(all wings) with all attached toilets and bath rooms, Corridors, All Dining halls, Recreation hall, T.T. room, Badminton court, gym, Lounge, Balcony in all rooms, Reception area, Computer Lab, Common Gents and Ladies Toilets including Peripheral Roads, Car Parking Areas etc.

-Even on Sundays and Holidays all jobs relating to housekeeping will be performed and completed. The Vendor will provide a team of adequate number of workers including one Manager/ adequate number of Supervisors deployed 24 hours having proper qualification in Housekeeping, maintain good conduct and be physically fit for the work.

- The penalty of Rs. 200/- (Two hundred only) per day per complaint will be deducted/imposed if the services or work in rooms is not found satisfactory as per the norms of RIPA.

- If dirt/garbage or any type of odour is found at any place or at any common toilet, the penalty of Rs. 100/- (Hundred Only) per day will be deducted/imposed.

All the workers will wear clean uniforms while attending to their duties and carry their photo identity cards, displayed prominently. Workers coming on duty without uniform will not be permitted in the institute. Police verification of all the workers will be the responsibility of Vender and the copy of the same shall be provided to the institute by the Venderer.

The Vendor will provide summer / winter uniform, shoes etc. to their employees. Desired level of cleanliness in the entire Vishranti, cottages, guest house will be maintained and for this, all materials / instruments etc. will be provided by the Vendor.

Good branded (approved by the Institute) toiletries/cleaning materials/ instruments in sufficient quantity and good quality (as decided by the Institute) to be provided by the vendor will be as under:

- a. Soap/liquid soap, hit spray, All-out machine with liquid, disinfectants
- b. Odonil, Naphthelene balls in toilets
- c. Detergents, phenyl, toilet acid, cleanzo,
- d. Glass cleaners
- e. Brushes, Brooms / Wipers, Sponges, Mops etc.
- f. Vacuum cleaner
- g. Floor scrubbing, polishing machine
- h. Mosquito repelling mats & liquids / Brasso/Silvo/Polishing material etc.

Vendor shall ensure specialized maintenance of vishranti, guest house, cottage rooms and bathrooms along with furniture, fixtures, mattresses, pillows, blankets, bathroom,hostel room, office rooms, linen, electricity fittings, bathroom fittings, buckets, sanitary wares, brackets etc. will be ensured (standard will be specified by the vendor)Bathroom and bedroom linen will be changed in all rooms of vishranti, guest house, cottage twice a week or on the change of occupant or as may be decided by the Institute. .Vender shall arrange for the luggage carrying to the respective rooms of the trainee officers.

The common toilets will have to be cleaned twice a day along with providing soap, liquid soap, naphthalene balls, odonil wherever required. In case of Seminar/Conference/Workshop/Trainings, firm shall depute one employee outside the bathrooms (Common toilets), So that they remain clean all the time.

The Vishranti, cottage, guest house premises have to be cleaned on special occasions like Republic day, Holi, Independence Day, Diwali, or any other special occasions.

Cleaning of all overhead and ground water tanks in **every 3 months**.

Provision of the following specialized staff will be ensured: a. Sweepers b. Supervisors/Managers to ensure proper housekeeping. Electricity should be used to a minimum, and AC should not be used during Housekeeping of the individual rooms. Workers of the housekeeping shall work as per the directions of the hostel manager/wing supervisor/incharge.

## DAILY SERVICES

Removal of waste material / garbage from the dustbin, buckets, mugs and entire premises (vishranti, guest house, cottage) including the toilets, open areas / office premises, Dusting and vacuuming of furniture, cupboards, telephone instruments and doors, windows, ventilators, blinds and glass partition using glass cleaning chemicals to keep all such articles dust free during morning time, Acid cleaning and scrubbing of toilets, wash basins, sanitary fittings using detergents, deodorants and disinfectants at least twice a day, Cleaning / mopping of floor area by detergents, disinfectants, etc. in the morning or as and when required during the day, Provision of toiletries in the toilets to be checked, Vacuum cleaning / washing wherever needed in the vishranti cottage, guest house premises. Provide soap-cakes for each room daily, making bed of the rooms of vishranti, cottage, guest house, maintaining **checklist** for all the activities.

## WEEKLY SERVICES

- Mechanical washing and scrubbing of floor area with detergents, dust removing chemicals and polishing of the floor areas etc.
- Removal of cobwebs, dusts, termites, insects, pests etc.
- Windows sponging and cleaning
- Keeping ceiling and table / pedestal fans, air-conditioning grills dust-free.
- Cleaning of dustbins and buckets with detergents.
- Up-keep of partitions glasses and panes with utmost care and by application of glass cleaning chemicals.
- Acid cleaning of sanitary wares.
- Polishing & oiling of door-closers, door handles, and other brass fittings with silvo/brasso/lubricants, dusting and cleaning of murals, sceneries, photo-frames, idols etc.

- Polishing of taps and other steel fittings in the toilets with Silvo/Brasso.

-To spray Good Knight or equivalent etc in vishranti, guest house, cottage rooms, office, all dining halls etc. to keep all such area insects free. -The vendor will provide the mosquito repellent, spray pump and the spraying material.

-Shampooing / spraying / disinfecting

-Pest control of the entire vishranti, cottage and guest house will be done as required by the Institute.

-Specialized cleaning of computers, peripherals, hardware, telephones, workstations and other sophisticated equipments as per direction of the Institute.

The firm shall be responsible for cleaning all the fix, movable electric, sanitary, decoration, wooden items etc. in the room of vishranti, cottage, guest house.

1. The purpose of housekeeping is that building and premises as mentioned in financial bid document must look neat and clean every time and the contractor has to undertake all such jobs/ activities required to maintain these premises neat and clean whether such activities are elaborated here under or not.
2. All the cleaning personnel to be provided for undertaking the housekeeping services in Vishranti, guest house, cottage shall be provided with required uniform and cleaning equipments and should maintain decent behaviour during duty period.
3. EPF and ESI and all statutory recovery & remittance shall be taken care by the Contractor.
4. The house keeping personnels are bound to work on all the 7 days of the week. They should reach the office premises well in advance of their shift and start housekeeping work or as per the demand of the situation/training programmes.
5. The contractor shall liable to pay the monthly wages on or before 7th of succeeding months to his deployed housekeeping personnel in accordance to applicable minimum wages Act.

6. The contractor shall strictly observe and adhere to the following from their deployed Housekeeping personnel:
  - Should be punctual and arrive at least 30 minutes before start of their duty time.
  - Read and understand their post and site instructions and follow the same.
  - Extend respect to all Officers and Staffs of HCM RIPA, JAIPUR.
  - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty
  - Will immediately report to the Vishranti Manager/wing supervisor/ in-charge any untoward incident/ misconduct or misbehaviour.
  - Do not entertain visitors.
  - Shall not smoke in any premises.
7. It is the sole responsibility of the deployed housekeeping personnel to execute the assigned work perfectly and neatly. If any damages are caused to Vishranti, guest house, cottage assets while discharging the duty, suitable amount in proportion to the value of damage will be deducted from the contractor's monthly payment.
8. The contractor shall follow the instruction of Manager vishranti/wing supervisor/in-charge from time to time in discharging the duty every day.
9. HCM RIPA, JAIPUR shall have the rights to remove any deployed housekeeping personnel from the duty who is considered to be undesirable.
10. The contractor shall exercise adequate supervision to reasonably ensure proper performance of housekeeping work in accordance to the schedule of work.
11. The contractor shall issue identity card/identity documents of the employees who are deployed to execute the work. It will be the duty of contractor for police verification of the housekeeping personnel.
12. The contractor shall not employ any person of age below 18 years and above the age of 60 years and they should be sound in health in carrying out the duty and should not have infected diseases.
13. The contractor shall not sublet the assigned work to any other agencies.

14. HCM RIPA shall comply with and fulfil the recommendations (if any), if deemed necessary by HCM RIPA, made in writing by the Contractor in connection with the performance of the services. HCM RIPA shall notify the contractor of any dishonest, wrongful or negligent acts or omissions of the contractor's employees or agents in connection with the assigned services as soon as possible after HCM RIPA becomes aware of them.
15. The contractor shall raise the invoice/Bill before 07th of the succeeding month for the payment.
16. All the payments to the contractor by HCM RIPA shall be made through NEFT/RTGS/DD only with applicable TDS in accordance with the Govt. of India/Rajasthan guidelines from time to time.
17. On expiry of the contract, such portion of the contractors Performance, Performance Security may be considered by HCM RIPA to recover any incorrect or excess payments made on the bills to the firm, shall be retained until the final bill is settled.
18. In case of any accident caused to the housekeeping personnel during the work period, it is the sole responsibility of the agency to meet any expenditure in this regard.
19. It shall be the complete responsibility of the contractor to remove, relieve or give compensation to any of his worker according to the Industrial Dispute Act 1947 who completes 240 days of working with him. If minimum wages are increased by the state government during the contract period, all such increased expenses will be borne by the contractor himself. No extra payment will be paid by the institute on this account.
20. If the contractor is unable to perform his assigned work due to any reason, in such case the amount spent by the institute in carrying out those duties/works will be borne/paid by the contractor.
21. During Contract period, if the work is not found satisfactory, the contract will be terminated after giving 3 day notice and Performance Security will also be forfeited and the firm will be black listed. In such case, the expenses incurred in carrying out cleaning activities from other agencies by the institute, shall be paid/borne by the contractor. If the work of the contractor is found satisfactory, the

contract period shall be extended for the remaining period of the contract. If the work is found satisfactory during the period of the contract, the house keeping contract subject to mutual consent can be extended to the 50% duration of the original period of the contract as per RTPP rules 2013

22. The contractor shall execute the assigned work as per the schedule and on direction of the OIC (Vishranti), Manager (Vishranti)/wing supervisor or any of his representative, and if the same is not executed on the same day, warning notice shall be issued in this regard. If the situation continues , penalty of Rs. 100/- per day, per complaint will be deducted/imposed on the contractor.
23. The contract may be terminated by either party by giving one month notice in writing.
24. In case of the acceptance of the contract, the contractor has to prepare contract document on Non judicial stamp paper of prescribed amount within 15 days or as per norms according to the General financial & Accounts Rules and as per the terms and conditions finalized. The contractor will have to deposit 5% amount of the Bid amount within 7 days of award of the contract as Performance Security in name of Director, HCM RIPA, JAIPUR. This amount will be adjusted against the BID SECURITY deposited by the contractor and no interest will be given on this amount. The institute reserves the right to deduct any outstanding amount or penalty on the contractor from this amount. This Performance Security will be returned to the firm/contractor on the successful completion of the contract.

Yours sincerely,

Authorized Signatory  
Full Name and Designation  
Stamp of the Agency:

**TECHNICAL BID DOCUMENT FOR HOUSEKEEPING AND GARDENING  
SERVICE IN RIPA CAMPUS**

Mandatory details to be provided with seal & signature else BID will be rejected Summarily.

S. No.	Particulars	Remark
1.	Name of the Bidder/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
1.	EPF Registration No. Document of Monthly Return submitted for the last two months (August and September, 2015)	Copies shall be enclosed
2.	ESI Registration No., if applicable	Copies shall be enclosed
3.	Income Tax PAN/TAN (with date)	Copies shall be enclosed
4.	Present Employers certificate	Copies shall be enclosed
5.	duly authenticated Experience certificate from existing Employer/past employer should be enclosed for Three years.	Copies shall be enclosed
6.	Income Tax Return for the Past three years (2012-13 & 2013-14&2014-15)	Copies shall be enclosed
7.	Main clients at present (Name, Address, Tel. No.) (please enclose separate sheet.)	.....
8.	Service Tax Return for the past three years (2012-13 & 2013-14&2014-15)	Copies shall be enclosed
9.	Details of Bank Turn over for the last three financial years (with documentary proof)	2012-13 Rs. 2013-14 Rs. 2014-15 Rs.
10.	Details of Solvency Certificate	.....
11.	DD/ Bankers Cheque for Rs. 70,000/- for Bid Security in favour of Director, HCM RIPA payable at Jaipur.	Shall be attached

12.	All the bid documents form need to be duly signed. However, the Financial Bid will be opened later on	If signature & stamp in any of the documents found missing, the bidder shall communicate on the same for acceptance
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- Description of instruments to be used for Housekeeping and Gardening services of RIPA campus Patel Bhawan, Nehru Bhawan, Vishranti, Cottage, Guest house and other open spaces :-

Sr.No.	Name of instrument along with brand name	Purpose/use of instrument	Purchase year	No. of instruments
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**Verification :** I verify that all the details furnished above are true and correct to the best of my knowledge and belief. Understand that in case of furnishing of any false information or suppression of any material information, the bid shall be liable for rejection besides initiation of penal proceedings by the HCM RIPA Jaipur. If it deems fit.

Date:

Place:

(Name and Signature of Bidder  
with stamp of the firm)

**FINANCIAL BID DOCUMENT FOR GARDENING AND  
HOUSEKEEPING SERVICES OF RIPA CAMPUS**

S. No.	Particulars	To be filled and not to be left Blank.
1	<p>Bid value should be quoted only for one month for the quantified gardening and housekeeping work, as follows:-</p> <p><b>Detail :</b></p> <ul style="list-style-type: none"> <li>• <b>Gardening of the whole area of RIPA Campus. (Excluding Nehru Garden &amp; Guest House, which will be maintained by RIPA gardeners)</b></li> <li>• <b>Sweeping, cleaning, wiping, dusting of whole area of RIPA Building, Sports courts &amp; Campus. (Including internal area of Vishranti, Cottages &amp; Guest House, maintenance of swimming pool )</b></li> </ul> <p>-The whole area of rooms, office rooms, class rooms , computer labs , library , store room , corridors, rooftops, toilets,verandah, stairs, lounge , open spaces in the buildings of Nehru Bhawan , Patel Bhawan , Comunity Centre , CGG Block, BS Mehta Auditorium, Vishranti , Guest house, cottages, including stair rods, doors, windows, table, chairs, sofas, electric switch board , almirahs etc.</p>	<p><b>Bid Value per month</b></p> <p>Rs. In figure-.....</p> <p>Rupees in Words- .....</p>

	<p>- The whole area of campus that includes open spaces of the Gardens , outer areas of Nehru Bhawan , Patel Bhawan , Community Centre, CGG Block, BS Mehta Auditorium, roads ,Swimming Pool ,Tennis Court, TT Room, Volley Ball Court , parking space , garage, Toilets in front of Tennis Court &amp; Nehru Garden and other open spaces.</p> <p>The scope, area and other general conditions of this particular bid are enclosed as annexure I and II</p>	
2.	<p><b>Vishranti Details :VIP guest House</b>  (8 rooms) along with surrounding areas with dining hall, kitchen and lounge.</p> <p>Cottages-12 Duplex rooms and 4 Suites room with dining hall, kitchen and surrounding areas including lawn, footpath etc.</p> <p>A-wing (29 rooms) along with corridors.  B-wing (15 rooms) along with corridors.  C-wing (32 rooms) along with corridors.  D-wing (44 rooms) along with corridors.  T.T. Room, Recreation room, Badminton Court, Gym</p> <p>New-wing (68 room) along with Toilets, corridors &amp; open area near dormitory.</p> <p>All Dining halls, common areas, reception, common toilets, terrace and roof tops, Glass</p>	

	doors, windows, furniture's, computer lab, office rooms etc With All items of cleaning like soap, toilet rolls, phenyl, cleanzo, disinfectants, harpic, room spray, finit, All-Outs, odonil etc (Material to be provided by the firm)	
3.	Cleaning of all overhead and ground water tanks in every 3 months.	
	<b>Note: Only one bid value shall be quoted and it shall not be bifurcated in any manner</b>	

**Declaration:**

1. This is to certify that I/we before signing this BID have read and fully understood all the terms and conditions contained herein and undertake myself to abide by them. Enclose a copy of the latest Government Order on minimum wages. There would no increase in the rates during the contract period except for provision made under the terms and conditions.
2. This is to certify that I/We are the bonafide firm Efor this particular work/service. If my declaration is found incorrect then my Performance security/Bid security may be forfeited and the bid awarded to me may be cancelled.

(Name and Signature of Bidder  
with stamp of the firm)



## Annexure B : Declaration by the Bidder regarding Qualifications

### Declaration by the Bidder

In relation to my/our Bid submitted to ..... for procurement of ..... in response to their Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date:  
Place:

Signature of bidder  
Name :  
Designation:  
Address:

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### Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is Adm. Dir. Adm.

The designation and address of the Second Appellate Authority is Director Adm.

HCM  
Adm  
Rtg  
S&T

#### (1) Filing an appeal

Any Bidder or prospective Bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved.

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings.

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this regard within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

#### (4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

#### (5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

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(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for filing appeal

(a) Fee for first appeal shall be rupees two thousand and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

(a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavits and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall:

(i) hear all the parties to appeal present before him; and

(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, peruse or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide in copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Decl



## Annexure D : Additional Conditions of Contract

### 1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as stated shall prevail and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder who submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

### 2. Procuring Entity's Right to Vary Quantities

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) If the Procuring Entity does not procure any subject matter or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order at the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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3. Dividing quantities among more than one Bidder at the time of award (in case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

Docd

