

अतिथि गृह का रखरखाव एवं एरीज परिसर में सफाई कार्य की निविदा सूचना

एरीज तथा देवस्थल परिसर, नैनीताल के समस्त कार्यालयीन क्षेत्र व भवनों की सफाई एवं रखरखाव कार्य हेतु अनुभवी संविदाकारों जो किसी सरकारी/अर्द्धसरकारी/स्वायत्तशासी संस्थान में कम से कम दो वर्ष की अवधि तक सफाई/अतिथि गृह के रखरखाव की व्यवस्था का अनुभव रखता हो, से मुहरबन्द निविदा पंजीकृत/द्रुतगति डाक सेवा से दिनांक 22.02.2010 की अपरान्ह 3:00 बजे तक धरोहर राशि रू० 10000.00 का बैंक ड्राफ्ट जो कि निदेशक, एरीज के नाम देय होगा, के साथ प्राप्त किये जायेंगे जो उसी दिन अपरान्ह 4:00 बजे उपस्थित संविदाकारों के समक्ष खोले जाएंगे । मुहरबन्द लिफाफे के शीर्ष पर “सफाई एवं रखरखाव कार्य हेतु निविदा” लिखना अनिवार्य है अन्यथा निविदा स्वीकार नहीं की जायेगी । निविदा फार्म व निविदा की शर्तें जिसका मूल्य रू० 100.00 है किसी भी कार्य दिवस को दिनांक 15.02.2010 तक प्राप्त किये जा सकते हैं अथवा वेबसाइट www.aries.res.in से भी डाउनलोड किये जा सकते हैं । वेबसाइट से डाउनलोड करने पर निविदा फार्म तथा निविदा की शर्तें का मूल्य रू० 100.00 का बैंक ड्राफ्ट जो निदेशक, एरीज के नाम देय होगा निविदा के साथ संलग्न करना अनिवार्य होगा । इच्छुक संविदाकार किसी भी कार्य दिवस को सम्बन्धित जानकारी कार्यालय से अथवा टेलीफोन नं. 05942–235583 (विस्तार संख्या–204) पर प्राप्त कर सकते हैं । निदेशक, एरीज के पास बिना कारण बताये किसी भी निविदा को स्वीकार/अस्वीकार करने का अधिकार सुरक्षित होगा ।

निदेशक, एरीज, नैनीताल

**DIRECTOR
ARYABHATTA RESEARCH INSTITUTE
OF OBSERVATIONAL SCIENCES (ARIES)
NAINITAL – 263 129**

@ 100/-

TENDER FORM

क्रमांक	कार्य विवरण
01.	आर्यभट्ट प्रेक्षण विज्ञान शोध संस्थान (एरीज), मनोरा पीक, नैनीताल परिसर तथा देवस्थल परिसर की सफाई तथा अतिथि गृह के रखरखाव का कार्य । (संलग्नक-1)

I/We do hereby tender to execute the work of Conservancy and maintenance of Guest House of ARIES, Nainital & Devasthal site during the year The complete instructions & details of the work has been received by me/us. The Bank draft No.....Dated.....for Rs. 10000/- (Rupees ten thousand only) purchased by me/us from Bank at..... as earnest money is being enclosed. I understand that this earnest money may be forfeited to the Director, ARIES if I/we fail to sign the contract, the form of which I/we have inspected within the time specified in the notice calling for tenders.

Signature of tenderer.....

Full name.....

Address.....

Date:.....

Signature of witness (1).....

Full Name & Address.....

Signature of witness (2).....

Full Name & Address.....

ARIES

**Bid Document
For
Conservancy and Maintenance of Guest House
at Manora Peak, Nainital & Devasthal Site**

- (i) Last date for submission of Bids : 22.2.10 upto 1500 hrs
- (ii) Date of Opening of Technical Bid: 22.2.10 at 1600 hrs
- (iii) Date of Opening of Financial Bid : 25.2.10 at 1600 hrs

**ARYABHATTA RESEARCH INSTITUTE OF
OBSERVATIONAL SCIENCES (ARIES)**

Manora Peak, Nainital – 263 129

**ARYABHATTA RESEARCH INSTITUTE OF
OBSERVATIONAL SCIENCES (ARIES)**

Manora Peak, Nainital – 263 129

TENDER

I/we have read and examined the notice inviting tender, Conditions of Contract, clauses of contract, Special conditions & other documents and Rules referred to in the conditions of contract and all other contents in the documents for the work.

I/we hereby tender for the execution of the work specified for the Director, ARIES as per the Conditions of contract and with such materials as are required to be provided and in accordance with, such conditions so far as applicable.

We agree to keep the tender open for sixty (60) days from the due date of submission thereof and not to make any modifications in its terms and conditions.

A sum of Rs. 10,000/- is hereby forwarded in DD in favour of Director, ARIES, Nainital as earnest money. If I/we fail to commence the work specified I/we agree that the said Director, ARIES or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the Said earnest money absolutely otherwise the said earnest money shall be retained by him towards security deposit to execute all the work referred to in the tender documents upon the terms and conditions contained or referred to therein or forfeit in term clause 12 of Terms & Condition of the Tender.

I/we agree that should I/we fail to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of invitation of tender shall be absolutely forfeited to the President of India and the same may at the option of the competent authority on behalf of the Director, ARIES be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/use under this contract or otherwise.

Date.....

Signature of Bidder
Postal Address

**TERMS AND CONDITIONS FOR TENDERS FOR PROVIDING
CONSERVANCY SERVICES & MAINTENANCE OF GUEST HOUSE IN
ARIES (& DEVASTHAL SITE, JARAPANI)**

1. The area and scope of the conservancy services & Maintenance of Guest House for which the tenders are invited are given in **Annexure-I**, essential sanitary materials are to be provided by the firm. Towels will be provided by the Institute.
2. Firms fulfilling the following criteria are eligible to submit the tenders :-
 - (a) Firm should have latest ESI Registration along with Registration for EPF.
 - (b) Attested copy of PAN.
 - (c) Completed similar works, in last two calendar years, Amounting to not less Rs. Ten Lac per annum at Govt. Departments, PSUs and private undertakings.
 - (d) The contractor will have to abide by the statutory requirements under labour act, payment of wages act and other statutory obligations as per Govt. of India rules.
3. The successful bidder will have to obtain license as required under Section 13 of the Contract Labour (Regulation and Abolition) Act 1970 from the concerned agency of Ministry of Labour to employ labours for this purpose within a maximum period of 3 months from award of contract.
4. Though the tender is being invited to provide Conservancy services and maintenance of Guest House through the labours/workmen/machines of the contractor, the contractor should ensure payment either equal or more than what is being paid to regular employees of the department for the similar services. In other words, minimum wages as per Govt. of India (Nainital) to the skilled/unskilled workers should strictly be adhered to.
5. Qualifying Tenders along with quotation will have to be submitted in the prescribed form attached herewith in a sealed cover indicating “Qualifying Tender for providing **“Conservancy Services and Maintenance of Guest House”** in ARIES and Devasthal site. Attested photocopies of all the documents mentioned in Para 2 (a) to (b) and performance certificate as mentioned in Para 2 (c) along with Draft of Rs. 10,000/- (Rupees Ten Thousand only) drawn in favour of Director, ARIES and be submitted with Qualifying Tender. No document is required to be attached with commercial bids, which will have to be submitted in a separate sealed covers with inscription **“Financial bid for conservancy services & Maintenance of Guest House in ARIES”**.

6. Qualifying Tender and Quotation should be signed by the proprietor/partner of the firm or by person who is legally competent to do so. A person signing the forms or any document forming part of the contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the firm and actions taken by such person in pursuance of this contract shall be deemed to have been performed by the Proprietor/Partner.
7. Separate Qualifying & Financial bids duly completed and sealed in separate envelopes must reach the Director, ARIES either by registered post or speed post of Indian Postal Service. Tender received after the stipulated date and time or incomplete in any respect whatsoever shall not be considered and the decision of the Director, ARIES, shall be final.
8. Qualifying Technical Bid will be opened on 22.02.10 at 1600 hrs and Financial Bid will be opened on 25.2.10 at 1600 hrs at ARIES, Nainital in the presence of tenderers or their authorized representative who may be present at that time. The ARIES, Nainital reserves the right of extending the date of opening of the tenders. The revised date will be intimated to the tenderers.
9. The period of contract will be for One Year which will be subject to further extension as per requirement.
10. The rates (inclusive of service charges etc if any) per month quoted by the tenderer in the commercial tender form for the conservancy services & Maintenance of Guest House to be provided by him as per **Annexure-I** shall be valid uniformly for the entire period of contract including the extended period, except for the time to time increase in minimum wages made by the Govt. of India.
11. The tender form duly completed should be accompanied by an earnest money of Rs. 10,000/- by contractor in the form of a Demand Draft in favour of the Director, ARIES drawn on any nationalized bank payable in Nainital failing which the tender shall be treated as null and void.
12. The contractor should not depute less than the 14 sweeper, 02 Female sweeper + 01 care taker cum receptionist & 02 room attendants at ARIES Campus & 01 sweeper at Devasthal site for conservancy and Maintenance of Guest House. The above number can be increase or decreased at the discretion of the Administration based on the requirement.
13. Earnest money given by all tenderers except the one, where tender is accepted, will be refunded within 15 working days of the acceptance of the tender.
14. The Tender shall be rejected if the following documents are not received therewith:-

- (a) DD of Rs. 10,000/- towards earnest money.
 - (b) Attested copy of registration with EPF/ESI.
 - (c) Attested copy of PAN.
 - (d) Attested copies of performance certificate. Showing satisfactory execution of similar works in calendar year 2009, 2008 amounting to not less than Rs. Ten lac per annum at Govt. Departments, PSUs and Private undertakings.
 - (e) In case of Cutting/alteration made in the tender form, the tenderer shall put his signature for the same.
15. Successful tenderer would be intimated by a formal letter of acceptance.
16. The successful tenderer, within seven days of the receipt of formal acceptance letter, shall be required to execute an agreement with the Director, ARIES in the prescribed form on a non-judicial stamp paper and furnish a cash security or bank guarantee of 10% of the total value of the contract for successful completion of the contract. In the event of the successful tenderer not executing the agreement of depositing the security deposit/bank guarantee within stipulated time, the institute shall be entitled to withdraw the offer of acceptance and forfeit his earnest money and make other arrangements at the risk and expense of the successful tenderer.
17. A letter of intent will be issued in the first instance informing the successful tenderer (s) of the decision of the competent authority to accept his tender and the award letter will be issued only after receipt of security deposit & Performance Guarantee in form of FD drawn in favour of Director, ARIES. In case of failure by the contractor to furnish the security deposit and performance guarantee bond in the prescribed manner within the specified period, the institute shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the earnest money absolutely.
18. Director, ARIES shall incash the Performance Guarantee in the event of the following:
- (i) Failure by the contractor to pay Director, ARIES any amount due, either as agreed by the contractor of determined under any of the clauses/conditions of the agreement within 30 days of the service of notice to this effect by Director, ARIES.
 - (ii) In the event of the contract being determined or rescinded under provision of any of the clause/condition of the agreement, the amount towards Performance Guarantee shall stand forfeited in full and shall be absolutely at the disposal of Director, ARIES.

19. The Director, ARIES reserves its right not to accept the lowest tender and shall be at liberty to reject any or all the tenders without assigning any reason whatsoever.
20. Subject to the conditions mentioned in Para 16 above, the earnest money of the successful bidder will be refunded within 15 days of the deposit of the security money.
21. Canvassing in any form is strictly prohibited and the tenderer who are found canvassing are liable to have their tenders rejected outrightly.
22. The contractor shall indemnify the institute for any injury sustained by the worker while working at the institute. The contractor shall be liable to pay damages incurred on account of repair/replacement of any damages caused to the property of the institute.
23. Arbitration Clause: In the event of any question, dispute/differences arising under the contract or in connection herewith (except as to matters the decision of which is specifically provided under the contract) the same shall be referred for the sole Arbitration to Director, ARIES, Nainital or his nominee. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitration to whom the matter is originally referred to being transferred or vacating his office or resigning or of refusing to work or neglecting his work or being unable to act for any reason whatsoever the Director, ARIES, Nainital shall appoint another person to act as Arbitrator in place of the outgoing Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the state at which it was left by his predecessor. The Arbitrator may from time to time, with the consent of all the parties, enlarge or extend the time for making (and publishing) the award. The Arbitrator may give interim award(s) and/or directions, as may be required and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under the clause. The venue of the arbitration shall be Nainital.
24. Submission of the tender by a tenderer shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted.
25. In case of legal proceedings between the contractor and ARIES, the jurisdiction would be the high court of Uttarakhand at Nainital.

SCOPE OF THE CONSERVANCY SERVICES & MAINTENANCE OF GUEST HOUSE REQUIRED TO BE PROVIDED BY THE CONTRACTOR

SCOPE OF SERVICES: Conservancy services & Maintenance of Guest House required to be provided by the contractor on daily and weekly basis are given below:-

(A) DAILY SERVICES:

1. Sweeping and wet mopping of the corridors/verandahs including the spaces under the cupboards/almirahs placed in the corridors. Mopping of the corridors will have to be done 2 times a day.
2. Sweeping/clearing of the internal roads and open areas including green patches. Thorough sweeping and removal of all waste papers/plastics/other garbage etc.
3. Thorough cleaning of the toilets including WCs and urinals with attached water tanks and washbasins with chemicals/ detergents for a minimum of three times a day and more often, if needed.
4. Cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets by using disinfecting materials like phenyl, harpic, vim, surf etc. to be provided by the contractor.
5. Provision of adequate quantity of soap, liquid soap, sanitary cubes, or naphthalene balls, air-fresheners (Odonil), Sanitizes, having standard ISI brand etc in the toilets and other sanitary material required for the cleaning. Replacement of tissue paper rolls which will be provided by the institute.
6. Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water.
7. Cleaning drinking water cooler areas including attached sinks and tiles etc. with detergents, chemicals twice a day and more often if required.
8. Collect all the sweeping, garbage and wastes from the pits and transport/dispose off the same to the nearest dumping site every fortnight.
9. De-clogging and cleaning of drains and sewerage lines.
10. Garbage will not be disposed off by resorting to setting them on fire.

WEEKLY SERVICES (on a day specified by Administration)

1. Removal of cobwebs in the corridors and lavatories.
2. Removal of dust accumulated on the walls, windows panes and ventilators in the toilets.
3. Thorough washing, rubbing and cleaning of corridors.

NOTE:-

- (a) Six days a week will be observed for providing daily/weekly services.
- (b) First cleaning of toilets shall be completed by 9:00 AM and the last cleaning should be done at 1530 hrs.
- (c) The timings for the workers shall be 0800 hrs to 1600 hrs.
- (d) A skeleton staff would be made available to the department during non working days as and when required by the administration.
- (e) All sanitary material and T&P viz brooms, scrubbing brushes, buckets, brushes, etc. required to execute the above jobs shall be arranged by the contractor himself.

(B) Maintenance of Guest House

(1) Duties of Care taker-cum-receptionist & Room Attendant

As per the requirement of the Institute.

**QUALIFYING TENDER FORM FOR PROVIDING CONSERVANCY
&
GUEST HOUSE MAINTENANCE SERVICES IN ARIES, NAINITAL**

1. Tender to be addressed to : The Director, ARIES
2. Tender to be submitted to : Asst. Registrar, ARIES, Nainital
3. Last date of receipt of tender : 22.2.10 up to 1500 hrs
4. Time, date and place for opening The Technical Bid : 1600 hrs on 22.2.10 at Main Building, ARIES, Nainital
5. Scope of Area : Main Building which includes reception, office rooms, toilets, staircase & corridors. New Building which includes reception, office rooms, toilets, staircase & corridors. Campus, Guest House, Canteen, Solar Tower, 40 inch telescope rooms including scientists rest rooms and toilets, 22 inch telescope rooms and toilets, LIDAR rooms, Vehicle Garage, Dispensary, Lecture Theatre including Electronics Lab, Science Centre, Workshop, New Hostel, Check post buildings and buildings of Devasthal Site at Jarapani.
6. Name of the firm with registered Address with Telephone Numbers :
.....
.....
.....
7. Present Address with Telephone Number :
.....
.....
.....
8. Minimum Man Power required for conservancy Services & Maintenance of Guest House : 01 Care taker cum Receptionist
02 Room Attendant
01 Supervisor Sweeper
13 Sweepers
02 Female Sweeper
01 Sweeper for Devasthal site of ARIES, Jarapani

FINANCIAL BID**CONTRACT FOR ENGAGING SAFAIWALAS & GUEST HOUSE MAINTENANCE
STAFF FOR ARIES****Schedule of Quantities**

The bidder (Contractor) shall deploy 01 Safai Supervisor (s), 13 Male & 02 Female Safai Karamcharies, 01 Safaiwala for Devsthal Campus & Guest House Maintenance Staff. The rates/amount on job contract quoted shall be as per existing Minimum Wages Rates Act and other statutory rates/payments including other expenses as indicated in the tender document and also applicable in Nainital (ARIES).

A.

SN	Description	Supervisor semi-skilled			Safaiwala (unskilled)			Care Taker cum Receptionist & Room Attendant (semi-skilled)			Total
		Number	Rate	Amount	Number	Rate	Amount	Number	Rate	Amount	
1.	Basic Pay										
2.	ESI (%)										
3.	EPF (%)										
4.	EDLI (%)										
5.	Bonus (%)										
6.	Gratuity (%)										
7.	Adm. Charges (%)										
8.	Sub-Total (1-7)										
9.	Service Charges on (8) (%)										
10.	Total (8+9)										
11.	Service Tax as applicable (%)										
12.	Total of A										

B.

i) Cost of material & equipments= Rs.....

Grand total of A+B= Rs.....

Optional services

- i) Cutting/Scrubbing and policing of stones/stones tiles Rs.....Per Sqr. Ft.
- ii) Washing of carpets Rs.....Per Sqr. Ft.
- iii) Garbage disposal with labour+Lorry 15 days cycle Rs.....per cycle
- iv) Removing of unwanted seasonal herbs within ARIES for 15 days with 20 labours two time a year. Rs..... per time.