

GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DEPUTY DIRECTOR ESTATES, KASHMIR

Tel/Fax: 0194-2470970, email:- ddestsgr@gmail.com
e- Tender Notice No. 02 of 2023, dated 28-03-2023

NOTICE INVITING TENDERS

For and on behalf of the Hon'ble Lieutenant Governor of Union Territory of J&K, e-Tenders in double cover system are hereby invited by Deputy Director Estates, Kashmir to provide sweeping/sanitary service in the VVIPs, VIPs bungalows/premises and in other Estates colonies at Srinagar on daily basis (as per description of work shown at annexure "A") from service provider agencies/firms having valid registration including registration with Labour and Employment Department, EPF registration, ESIC registration, Pan card, GST clearance certificate and having experience for more than 02 years towards outsourcing of sweeping/cleaning/sanitation services in government/premises buildings. The service providing agencies/firms having good track record, man power capacity and relevant experience are eligible to apply. The tender documents can be downloaded from the website <https://jk.tenders.gov.in> from 29-03-2023 to 18-04-2023 for which the cost of tender documents in the shape of DD/Treasury challan/e-challan (under M.H 0216-Housing) of Rs. 2000/- (Rupees two Thousand Only) in favour of Deputy Director Estates, Kashmir is to be uploaded with tender documents. The earnest money in the shape of CDR/FDR amounting to ₹ 50,000/- pledged to Deputy Director Estates, Kashmir is to be uploaded with tender documents. The tenderers should upload the tender in two parts i.e., Technical bid and Financial bid separately. The financial bid shall be opened only after the bid documents of intending tenderers are found technically qualified. The intending tenderers should quote rates including GST and other taxes if any.

Tender documents should be uploaded in electronic format on the website: <http://jktenders.gov.in> alongwith Registration certificates, EPF registration, ESI registration/GSTIN registration documents and experience certificate of 02 years in the particular service. The tender (technical/financial bid) shall be opened on 19-04-2023 online or on any other subsequent date in presence of tenderers willing to be present in the office chamber of the Undersigned. The tender documents consisting of qualifying information, eligibility criteria, set of terms and conditions of the contract and other details can be seen/downloaded from the website: <https://jktenders.gov.in> as per schedule of dates given below:

Date of issue of Tender notice:	28-03-2023
Period of downloading of tender documents	29-03-2023 (11:00 a.m.) to 18-04-2023 (2.00 p.m.)
Bid Submission start date:	30-03-2023 (11:00 a.m.)
Bid Submission end date:	18-04-2023 (4.00 p.m.)
Date and time of opening of bids (online).	19-04-2023 (2.00 p.m.) in the office of Dy. Director Estates, Kashmir.

Further details can be had from the office of Deputy Director Estates, Kashmir at Pratap Park, Srinagar during office hours and on contact Nos. viz: 0194-2452435, 7006031380.

The Deputy Director Estates shall reserve the right to reject the tender without assigning any reason thereof.


Deputy Director Estates, Kashmir
(Convenor)
Regional Level Purchase/Contract Committee,

No: DDES/NIT/2023-24/4349-S3
Date: 28/03/2023

the:

- Director Estates, J&K Civil Secretariat, Jammu for favour of information and with the request to direct the concerned for uploading of the same on the official website of Estates Department.
2. Joint Director Information, Kashmir with the request to kindly get the notice published in atleast three leading newspapers of Jammu and Kashmir.
3. AAO, Deputy Director Estates, Kashmir for information and necessary action.
4. Notice Board.

Annexure "A"

Scope of work:- To provide sweeping/sanitary service in the VVIPs, VIPs bungalows/premises and in other Estates colonies at Srinagar on daily basis during the period of contract i.e. from May-2023 to October-2023.

Description of work:

1. (a). Cleaning the surface, corridors, washbasins, stairs, paths on daily basis by cleaning tools and detergents which include mops, wipers, harpic, lime, brooms, dusters, floor cleaning detergents, tile cleaners, naphthalene balls for urinal, odonil, lizol, vacuum cleaner, floor cleaner.
- (b). Keeping of the drains around the bungalows/quarters clean and clear from choking.
- (c). Periodic cleaning to remove cobwebs in VVIPs, VIPs bungalows/premises.

(of the following Bungalows/quarters):

S. No.	Location.	Tentative Manpower requirement.
1.	Sonwar/Church Lane.	08 Persons.
2.	Gupkar.	08 Persons.
3.	M-Type and T-Type bungalows/quarters at old Tulsibagh, Srinagar.	03 Persons.
4.	D.M.Q's at M.A Road.	03 Persons.
Total (A).		22 Persons.

2. (a). To maintain cleanliness of lanes, paths, stairs, corridors, parking spaces, internal paths/ roads by using lime etc. on daily basis.
- (b). Keeping the drains around the quarters clean and clear from choking.

(of the following Government residential colonies):

S.No.	Location.	Tentative Manpower requirement.
1.	Budshah flats.	01 Person.
2.	Jawahar Nagar.	02 Persons.
3.	Tulsibagh Phase IIInd	02 Persons.
4.	Sempora Pampore.	01 Person.
5.	Barzulla (EP flats)/ Sanat Nagar (EP flats).	01 Person.
6.	Bemina.	02 Persons.
7.	Partap Park.	01 Person.
Total (B).		10 Persons.
Grand Total (A+B)=		32 Persons.

**GENERAL TERMS AND CONDITIONS OF TENDER NOTICE ISSUED BY THE
DEPUTY DIRECTOR ESTATES KASHMIR VIDE ENDORSEMENT NO: NIT No:-
02 of 2023 DATED:- 28-03-2023**

1. e-Tender must be in double cover system according to the directions given in the tender notice.
2. The rate unit must not under any circumstances be altered and the same must be quoted in words as well as in figures.
3. Tenders must be submitted by the registered service providing agencies only indicating C.S.T. and G.S.T. Nos, Copies of which should be enclosed with the tender along with a certificate from State Taxes Department to the effect that the tenderer has filed the GST return **upto December-2022 (for those who file GST return quarterly) and February- 2023 for those who file GST return monthly)**
4. The Tenderer must submit up to date income tax return proof.
5. Tenderers should be registered with the department of Labour and Employment.
6. The tenderer shall be deemed to have carefully examined the conditions, scope of works and Job description and tentative manpower requirement on daily basis. If he/she shall have any doubt as to the meaning of any portion of these conditions, he/she can approach the office of Deputy Director Estates, Kashmir for necessary clarification.
7. The contract of supply can be repudiated (terminated) at any time if the services are not provided to the entire satisfaction of the Deputy Director Estates, Kashmir.
8. **Bidder who does not wish to quote rate of any items must write the word as 'Nil' instead of 0.00.**
9. The tenderer should sign the tender form and document at each page at the end in token of the acceptance of all the terms and conditions of the tender and the agreement.
10. The tenderer should submit the tender form in two parts i.e. Technical bid and financial bid. If a tenderer qualifies the technical bid only then his/her financial bid will be opened.
11. The tender must be accompanied by an earnest money as stipulated in the tender Notice without which tender will be rejected. **The hard copies of bids shall be obtained only from the bidder who is declared as L1 after opening of financial bids. Similarly, the original CDR (hardcopy) duly pledged to Deputy Director Estates, Kashmir shall be obtained from successful tenderer before allotting the work. The original CDR will be retained and treated as security till the execution of the contract in full. No interest will be paid by the department on this amount. The CDR's of unsuccessful bidders shall be released after finalizing the rate contract.**
12. The first lowest responsive (successful bidder) has to produce an amount equal to 5% of contract as performance security in the shape of FDR/Account Payee Demand Draft, bank Guarantee from a commercial bank in favour of Deputy Director Estates, Kashmir (Tender receiving Authority) within 03 days before fixation of contract and shall be released after successful completion of defective liability period (DLP) of the work in terms of Rule 171 of GFR 2017

The Deputy Director Estates, Kashmir reserves the right to accept or reject any tender without assigning any reasons thereof.

14. All legal proceedings, if need arises, to be initiated by any of the parties (Government or Service provider agency) shall lie in a court of competent jurisdiction in the Union Territory of J&K only and nowhere else.
15. Conditional tenders shall not be accepted.
16. **All services shall be performed by persons skilled in performing such services. All consumable, detergents, chemicals like (naphthalene balls, room freshener, mosquito/insect repellent, lime, liquid soap, colin, phenyl, acid etc.) equipments, machinery etc shall be arranged by the bidder himself/herself.**
17. Sweeping/cleaning of all assigned areas/premises should be completed by the service provider before 9:00 Am daily.
18. The persons supplied by the agency should not have any police record/criminal case against them.
19. The service provider will also ensure that persons deployed are medically fit.
20. The service provider shall withdraw such employees who are not found suitable by the office for any reason immediately on receipt of such information.
21. **The service providers/person shall not claim any benefit/compensation/medical reimbursement/absorption/ regularization of services in this office under any provision or Act. Undertaking from the persons to this effect shall be submitted by the service provider to this office before finalizing the rate contract.**
22. The service provider shall engage such number of persons as required by this office from time to time. The deployment of persons is to be on monthly basis. All such persons engaged by the service provider shall be the employees of the service provider and it shall be his/her duty to pay their salaries on monthly basis.
23. The personnel so deployed shall be polite, cordial, positive and of high morality while handling the assigned work. The service provider shall be personally responsible for any act of indiscipline/crime/theft on the part of persons deployed by him/her.
24. **The persons engaged should not be below the age of 18 years or above the age of 45 years. An undertaking to that effect shall be the part of rate contract.**
25. The service provider shall replace immediately any of his/her personnel, if they are unacceptable to this office because of improper conduct upon receiving written notice from office.
26. Service provider shall not engage any sub contractor/firm or transfer/sublet the contract to any other person in any manner.
27. Service provider has to provide all the cleaning tools and detergents to his/her staff required for cleaning the surface, bathrooms, paths, corridors, stairs which includes mops, wipers, harpic, brooms, lime, dusters, floor cleaning detergents, tile cleaner, odonil, lizol, naphthalene balls, vacuum cleaner and floor cleaner etc.
28. The service provider will be responsible for collecting the garbage all around and dump it at the designated spot in consonance to the Municipal Laws.

service provider has to make own arrangements for ladders etc. to reach the higher areas/spaces in the colonies for cleaning purposes.

30. **Any item not mentioned in the scope of work but considered necessary at any time as an integral part of the work at site shall also be part of contract.**
31. The service provider has to provide photo I-card/proper uniform to the persons employed by him/her for carrying out the work.
32. The uniform should be designed with proper logo of firm/agency and marked by word **"Estates Department"**.
33. The agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance to all the statutory obligations applicable to it from time to time including Minimum Wages Act, Labour Laws etc.
34. The service provider will submit bill in triplicate to DDE, Srinagar pertaining to the assigned job in respect of particular month in the first week of next month. The payment will be released subject to the availability of satisfactory work performance certificate given by the Jammadar in-charge/Head Farash of the particular section. Tax if any shall be deducted at source as per the relevant Act.
35. The service provider shall be contactable at all times and messages sent by phone/e-mail/ Fax/ special messenger from this office shall be acknowledge immediately on receipt on the same day.
36. The successful bidder shall have to execute agreement with this office for supply of suitable and qualified manpower as per the requirement of this office on these terms and conditions. The agreement will be valid for a period of Six months (May-2022 to October-2022) commencing from date of assignment of the job.
37. That on expiry of agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.

Signature of tenderer
with full address.

Date: _____

Important instructions for e-Tendering process.

1. The tender documents consisting of qualifying information, eligibility, criteria, Set of terms and conditions of contract and other details can be seen/ downloaded from the departmental website www.jktenderes.gov.in as per schedule of dates given in NIT.
2. Tenders must be accompanied with cost of tender document of Rs. 2000/- in shape of demand draft in favour of **Dy. Director Estates Kashmir or to be remitted in Treasury under major Head 0216- Housing and earnest money** in shape of CDR/FDR pledged to **Dy. Director Estates, Kashmir J&K without which the tenders will not be entertained.**
3. The date and time of opening of tenders shall be as per NIT notified on web site www.jk tenders.gov.in and conveyed to the tenderers automatically through an e-mail message on their e-mail address. The tenderers of responsive bidders shall be opened on line on same web site in the office of Deputy Director Estates Kashmir. (tender receiving authority)
4. **The earnest money shall be forfeited, if:**
 - a. Any tenderer withdraws his/her tender during the period of bid validity or make any modifications in the terms and conditions of the tenders.
 - b. Failure of successful tenderer to execute the agreement within 30 days after fixation of contract.
 - c. Unsatisfactory services are provided by the service providers.

5. **Instructions for tenderers regarding e-tendering process.**

- 5.1 Tenderers are advised to download bid submission manual from the "Downloads" option as well as from "Tenders Manual Kit" on website www.jktenders.gov.in to acquaint bid submission process.
- 5.2 To participate in tender process, tenderers have to get "Digital Signature certificate (DSC)" as per Information Technology Act-2000. Bidders can get digital certificate from any approved vendor as per his/her convenience.
- 5.3 The Tenderers have to submit their bids online in electronic format with digital signature. No tender will be accepted in physical form.
6. Tenders will be opened online as per time schedule mentioned in the NIT.
- 6.1 Tenderers must ensure to upload scanned copy of all necessary documents with the tender.

Tenderers must ensure to upload scanned copies of all necessary documents including earnest money and tender document fee. However, in case of any clarification, the bidders shall have to produce original documents in support of soft copies if need arises."

The earnest money in favour of unsuccessful/ Non-responsive tenders shall be released at the earliest after expiry of the final bid validity latest on or before 30th day after the award of contract.

Note: Scan all the documents on 100 dpi with black and white option.

- 6.4 The department will not be responsible for delay in online submission due to any reasons.
7. Scanned copy of cost of tender document in the shape of Demand Draft in favour of **Deputy Director Estates, Kashmir under Major Head0216- Housing and earnest money/tender security in shape of CDR pledged to Deputy Director Estates, Kashmir** must be uploaded with the documents of the tender.
8. **Price escalation and Taxes** : The unit rates and prices shall be quoted by the tender entirely in Indian Rupees and the rates quoted shall be deemed to include **price escalation and all taxes (such as CGST,SGCT etc).**
9. Tenderers are advised to use "**My Documents**" area in their user on J&K e- tendering portal to store such documents as are required.
3. **Instructions to bidders (ITB)**
- 10.1 All tenderers shall upload the documents as per the following check list:
- i. Copy of the earnest money CDR/FDR amounting to Rs. 50,000/- (Rupees fifty thousand only).
 - ii. Copy of tender Fee DD/G.R (Non refundable) worth RS. 2000/- (Rupees two thousand)
 - iii. Copy of valid GST clearance certificate **up to ending December 2022 (for those who file GST return quarterly) and February- 2023 (for those who file GST return monthly).**
 - iv. Copy of Income Tax return Assessment year 2022-23.
 - v. Copy of PAN card & GSTIN No. certificate.
 - vi. Proof of experience for last 02 years in particular service.
 - vii. Copy of registration of Firm.
 - viii. Copy of registration of EPF.
 - ix. Copy of registration certificate of ESIC.
 - x. Registration of Labour and Employment Department.
 - xi. The tender/bid is **liable to be rejection** if it does not fulfill the requirements as laid down in NIT.


Deputy Director Estates,
Kashmir, Srinagar

TENDER FORM for the year (2023-24)

The Deputy Director
Estates Department
Kashmir, Srinagar.

- I. **Subject:** **Tender for outsourcing of sweeping/sanitary services.**
- II. **Reference:** Tender Notice under No. _____
- III. a) Name of the Tendering Firm _____
b) Full Postal Address _____
c) Contact Number. _____
- IV. The tender fee of Rs _____ () only has been deposited vide Government Receipt No. _____ dated. _____
- V. I/we agree to abide all the conditions mentioned in the tender notice referred to above issued by the Deputy Director Estates Kashmir, Srinagar, and also further terms and conditions of the said Tender Notice given in the attached sheets (all pages of which have been signed by me / us in token of my / our acceptance of the terms and mentioned therein)
- VI. The rates quoted are valid for six months. However, the period can be extended with mutual agreement.
- VII. Call Deposit Receipt No. _____ Dated _____ for _____ pledged to Deputy Director Estates Department Kashmir, Srinagar is attached to cover the earnest money. The rates for providing services are quoted in the attached sheets.

Signature of the Service Provider.

Full Address:

Contact No:

Date: _____

Place: _____

Technical Bid for outsourcing of Sweeping/Sanitary services.

S.No.	Particulars.	To be filled by the tenderer.
1.	Name of Agency.	
2.	Details of EMD i. Amount. ii. Draft No. iii. Date. iv. Issuing Bank.	
3.	Date of establishment of the agency.(dd/mm/yyyy)	
4.	Detailed office address of the Agency with office address Telephone Number, FAX Number and Mobile Number and name of the contact person.	
5.	Valid registration certificate including registration/Labour Department.	
6.	PAN number (copy to be enclosed)	
7.	Labour license number (copy to be enclosed).	
8.	GST registration number (copy to be enclosed).	
9.	Copy of Income Tax return Assessment year 2022-2023	
10.	EPF registration number (copy to be enclosed).	
11.	ESIC registration number (copy to be enclosed).	
12.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard).	
13.	Length of experience in the field.	
14.	Experience in dealing with Govt. Department (indicate the names of the Departments and years of dealing with those Departments and attach copies of contracts orders placed on the agency).	
15.	Whether a copy of the terms and conditions duly signed, in token of acceptance of the same is attached.	
16.	Whether agency profile is attached?	

 Dated.

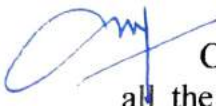
Signature of service provider.

Seal.

Financial Bid for submission of rate for outsourcing of sanitation/cleaning services.

Man Power + Material +Cleaning tools and equipments.	Rate per months (₹) (including all Taxes) (In words as well as figures).

Any other points to be mentioned:

 Certified that the above quoted rate complies with **Minimum Wages Act** and all the statutory provisions & rules as applicable. The above rate is inclusive of CGST/GST or any other tax payable to Government.

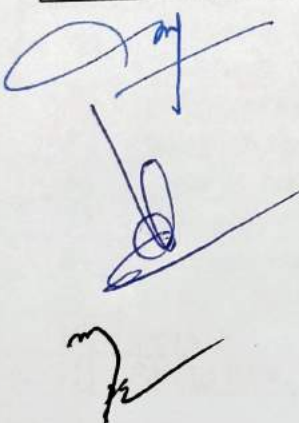

Signature of Service Provider.

 Dated.

Office seal.

Checklist of documents submitted.

Documents to be submitted	Submitted	Not submitted	Remarks
Copy of registration of firm.			
Copy of registration certificate of EPF.			
Copy of registration certificate of ESIC.			
Copy of Labour license.			
Copy of Income Tax Return Assessment year- 2022-23.			
Copy of GST registration			
Copy of PAN card.			
Proof of experience.			
Details of EMD deposited.			
Details of Tender fee.			
Copy of GST clearance certificate.			

Signature /Seal of Service Provider

Full name of Service Provider with Address & Date.

