

**UNION TERRITORY OF JAMMU & KASHMIR  
OFFICE OF THE EXECUTIVE ENGINEER,  
ESTATES DIVISION, JAMMU.**

**SHORT NOTICE INVITING TENDER**

**E-NIT No: - 129 of 2021-22 Dated: - 19-01-2022**

For and on behalf of Lieutenant Governor Union Territory of Jammu & Kashmir e-tenders through online mode are invited on **item Rate basis** from reputed agencies, from all over India and having the capacity for providing requisite level of sanitation and house-keeping having an office in and house-keeping Services as per pre-qualification criteria indicated in this bid document for the following work. The last date and time of submission of the bid is **03-02-2022 upto 1800 Hrs.**

Sl. No.	Name of work	Estimated Cost (Rs. In Lacs)	Cost of tender document (in Rs.)	Earnest money (in Rs.)	Period of Contract
1.	Providing Sanitation & House-Keeping Services to Civil Secretariat Jammu	108.00	3000/-	216000/-	One (1) year extendable to another One (1) year subject to good conduct

- Bidding documents consisting of pre-qualification criteria, specifications of the work, Bill of Quantities, set of terms and conditions of contract and other relevant details can be seen/downloaded from the website [www.jktenders.gov.in](http://www.jktenders.gov.in), Estates.

**Schedule of tender:**

A	Date of Issue of Tender Notice	19-01-2022
B	Period of downloading of bidding documents	20-01-2022 from 1000 Hrs to 03-02-2022 upto 1800 Hrs
C	Seek clarification Start Date	20-01-2022 from 1000 Hrs
D	Seek clarification End Date	27-01-2022 upto 1630 Hrs
E	Date of pre-bid meeting	28-01-2022 from 1200 Hrs in the office of the Director Estates Department J&K UT Jammu.
F	Bid submission Start Date	28-01-2022 from 1000 Hrs
G	Bid submission End Date	03-02-2022 upto 1800 Hrs
H	Date of opening of Technical Bids (online)	04-02-2022, 1200 Hrs in the office of the Director Estates Department J&K UT Jammu.

**2. Tender Fee (Cost of tender document):**

Cost of tender fee indicated above has to be deposited by the bidder in the following account: MH-0216 – PWD (Revenue) indicating the e-NIT **Reference and name of work**. Scanned copy of the receipt towards deposit of amount of tender fee has to be uploaded alongwith the bid document.

**3. Earnest Money Deposit (EMD):**

- The bidder has to submit earnest money in the form of CDR/FDR or Demand Draft issued by a scheduled bank **drawn and pledged** in favour of **Executive Engineer Estates Division, Jammu** and

payable at Jammu. The bidder has to upload the scanned copy of the CDR/FDR/ DD alongwith his bid on the website alongwith other documents for submission of bid within the above-mentioned period of bid submission.

- ii) The lowest bidder will be required to deposit EMD in original in the office of **Director Estates Department J&K UT Jammu** immediate on the demand of department for allotment/LOI of contract.
- iii) The EMD of unsuccessful bidder(s) shall be released by the department after allotment of work to successful bidder. The earnest money deposited by the successful bidder will be refunded after satisfactory completion of the work.
- iv) Earnest money of the bidder(s) will be forfeited in following cases:
  - (a) When the bidder withdraws his bid during the period of bid validity on account of any reason.
  - (b) On failure of the successful bidder in furnishing additional Security for unbalanced bid in the form of CDR/FDR/DD, wherever applicable, immediate on the demand of department for allotment/LOI of contract.

#### 4. **Bid Validity:**

Bids shall remain valid for a period of 120 days from the date of opening of financial bid.

#### 5. **Visit to Site**

The bidder at his own cost and responsibility may visit the site to acquaint himself/herself with various aspects of the site and work before submission of bid.

#### 6. **Two cover bid:**

Bid submitted by the bidder shall be under two separate parts:

- a) Technical bid
- b) Financial bid

#### 7. **Documents comprising the bid:**

Following documents which are not submitted with the bid shall be deemed to be part of the bid :

- a) Standard Bid Document
- b) Specifications
- c) BOQ

#### 8. **Integrity of the bid process :**

Information relating to clarification, examination, evaluation, comparison of bids and recommendations for award of contract etc. during the bid process is confidential. All bidders are advised not to make any attempt to influence any officer/official of the department or any person related to them and any such attempt made will result in disqualification of the bidder at any stage of the bid process including appropriate action under existing provisions of law.

#### 9. **Production of original documents on demand:**

All bidders including the successful bidder will have to produce original documents before the department at any stage of the bid process and even during execution of the work contract on demand.

#### **General conditions**

1. The department reserves the right to accept or reject any or all the bids before or after opening of bids or at any stage of the bid process without assigning any reason thereof.
2. Any item or items found necessary during execution of work though not advertised in the rate list shall have to be got executed and paid as per **market rate** with contractor's appreciation and depreciation.
3. The contractor will abide by all laws/guidelines in respect of Labour deployed for execution of work. Labour deployed on the site shall have to be insured & registered with the offices of Assistant Labour Commissioner of the jurisdiction under rules in vogue.
4. The quantities advertised in the BOQ are tentative which can be increased or decreased as per the requirement at site. The bidders are advised to study the tender thoroughly before any misconception.

5. The contractor are advised to quote their rates on item rate basis advertised in the Bill of Quantities strictly following the brand and specifications.
6. Any dispute between the department and the contractor will be within the jurisdiction of courts/authorities located in the Union Territory of J&K.
7. In case of any dispute between the department and the contractor, Director Estates shall act as the arbitrator whose decision shall be final and binding on both the parties. Provisions of J&K Arbitration Act with amendments therein shall be applicable.
8. Department shall deduct 1% labour cess towards cost of construction for depositing the same with J&K Building and Other Construction Workers Welfare Board as per existing provisions on the subject.
9. No Engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the State Government is allowed to work as a Contractor for a period of two years after his retirement from Government service, without permission of the Government. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government as aforesaid before submission of the tender or engagement in the Contractor's Service.
10. The date and time of opening of financial bids of technically qualified bidder(s) will be conveyed to only technically qualified bidder(s) through email on the email address given by the bidders in their bid document.
11. Information with respect to bidders who qualify in technical evaluation of bids will be sent to technically qualified bidders only on their email address indicated in their bid documents.
12. Financial bids in respect of technically qualified bidder(s) shall be opened in online mode in the office of Director Estates Department J&K UT Jammu.
13. The department shall not be responsible for any delay in submission of online bids on account of any reason.
14. Date of start of work shall be reckoned after 3 days from the date of issuance of letter of Intent/allotment of work as the case may be.
15. Department reserves the right to accept or reject any bid or all bids without assigning any reason thereof at any stage of the bid process.
16. The successful bidder will be required to submit all original documents of the bid in the office of Director Estates Department J&K UT Jammu immediate on the demand of department.
17. Any corrigendum / changes will not be published in the newspaper and can only seen on the website.
18. **Other details can be seen in the bidding documents.**

#### **Instructions to the Bidder:**

1. Prospective bidders can download the NIT/bidding documents from the website [jktenders.gov.in](http://jktenders.gov.in) – Department Estates Jammu.
2. To participate in bidding process, the bidder has to get Digital Signature Certificate (DSC) as per provisions of Information Technology Act-2000. This certificate will be required for signing the bid documents. Bidder can get DSC from any approved vendor for the purpose. The bid cannot be uploaded without digital signature.
3. The bidder has to submit bids online in electronic form with digital signature.
4. No bid will be accepted in physical form.
5. All unit rates and prices quoted by the bidder shall be in Indian rupees only.
6. All payments shall be made in Indian rupees only.
7. Scanned copies of the documents shall be uploaded in 100dpi, black and white.
8. All conditional bids shall be summarily rejected.
9. Bidders are advised not to make any change in Bill of Quantities (BOQ).
10. In no case any attempt should be made to create similar BOQ by the bidder. Downloaded BOQ should only be used for filling of percentage inclusive of all taxes and it should be submitted with the same bidding document.

**No: Estates/DB/7490-7502**

**Dated: 19/01/2022**

**Sd/-**  
(Er. Jagdish Gupta)  
**Executive Engineer,**  
**Estates Division,**  
**Jammu**

#### **Copy to the: -**

1. Director Estates Department, J&K, Civil Sectt. Jammu/Srinagar for favour of information.

2. Chief Engineer, PW(R&B) Department, Jammu for favour of information.
3. Superintending Engineer, PW(R&B) Department, Jammu for favour of information
4. Dy. Director Estates Department, Jammu for information.
5. Pvt. Secy. To Principal Secretary to Govt. Planning & Development Department, Estates, Hospitality & Protocol Civil Sectt. Jammu for kind information of worthy Principal Secretary.
6. Joint Director Information Deptt. Jammu for publicity at least for two days in the leading newspapers of Jammu.
- 7-9. Asstt. Executive Engineer Estates Sub Division-I, II and Electrical.
- 10-13. TO/Head Draftsman/AAO/CC/Notice Board Divisional Office.

**E-Stamp Certificate No:.....**

**AFFIDAVIT**

(Duly Attested by Notary)

Name of Work: \_\_\_\_\_

Reference: E-Tender No. .... dated ..... C.No.....

I/We \_\_\_\_\_ solemnly affirm on oath;

- i) I/We have carefully examined the tender documents including all terms and conditions of the tender and have fully understood all the terms and conditions of the tender document. I/We hereby undertake to abide by all the terms and conditions of the tender during bid process and for execution of the work contract.
- ii) That the bidder has not been convicted by any court of law in last 5 years and no Criminal Proceeding is pending with any authority as on date.
- iii) That this bid is an independent bid and bidder is not part of any cartel in this bid process. In case any cartelization in this bid process involving the bidder is detected at any stage of the bid process/execution of contract work, the same is liable for cancellation at risk and cost of the bidder and department shall not be liable to pay for any damage/loss suffered by the bidder whatsoever.
- iv) That all information provided in the bid document and all documents attached with this bid are correct and genuine to the best of knowledge and belief of the bidder and no material information has been concealed which would render the bidder ineligible in this bid process.
- v) That if at any stage of the bidding process or at any stage of execution of work contract any information provided in the bid document or any document furnished by the bidder along with the bid document is found to be incorrect/misleading and/or distorted, fake and fabricated, allotment of work contract would be liable for cancellation at any stage of the bid process or at any stage of execution of work contract and department would not be liable to pay for any damage/loss suffered by the bidder whatsoever.
- vi) That the bidder has not been black listed by any Government or Semi-Government department in last 5 years

My/Our full particulars are as under: -

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address \_\_\_\_\_

Tele Nos. (O) \_\_\_\_\_ (R) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Signature of authorized representative of the bidder**