



ISO 9001-14001
OHSAS 18001

नॉर्थ ईस्टर्न इलेक्ट्रिक पॉवर कॉर्पोरेशन लिमिटेड
North Eastern Electric Power Corporation Limited
(भारत सरकार का उद्यम) / (व ह्वोरट. व इंवीड एंटरप्राइड)
135 मे.वा. अगरतला गैस टरबाइन कंबाइंड साइकिल पॉवर प्लांट
135 MW Agartala Gas Turbine Combined Cycle Power Plant
अनुबंध एवं खरीद: प्रचालन स्कंध / Contract & Procurement / Operation Wing
रामचन्द्र नगर, त्रिपुरा (प) / Ramchandra Nagar, Tripura (W) - 799008



एक कदम स्वच्छता की ओर



NOTICE INVITING TENDER

No. 23 /NEEPCO /AGTCCPP /C&P /2017-18 Dated 09.08.2017

Sealed tenders in prescribed tender forms under single bid system with 120 (one hundred twenty) days validity are invited from experienced contractors for the following **monthly maintenance work** to be awarded for a period of **1(One) year** :

1. **Work** : Sweeping and mopping of the Administrative Building and Security Office of AGTCCPP, NEEPCO Ltd.
2. **Estimated value** : ₹ 30176.00/ month (Rupees Thirty Thousand One Hundred Seventy Six)only per month.
3. **Earnest Money** : ₹ 7200/- (Rupees Seven Thousand Two Hundred) only in the form of Demand Draft drawn in favour of ' NEEPCO Ltd. ' payable at ' Agartala ' from any Nationalized / Scheduled Bank.
4. **Period of Contract** : The contract for shall be initially for a period of 1(One) year w.e.f the first day of the calendar month to be indicated while issuing of the Work Order. The same may be extended for further period at a mutually agreed rates and terms & conditions and subject to satisfactory performance under the contract.
5. **Tender Document Fee** : ₹ 200/- (Rupees Two Hundred) only in the form of Demand Draft drawn in favour of ' NEEPCO Ltd. ' payable at 'Agartala' from any Nationalized / Scheduled Bank.
6. **Sale of Tender Document** : With effect from 09.07.17 except on holidays during 1000 to 1600 Hours from the Office of the undersigned.
7. **Time and Date of submission of Tender** : Up to 1300 Hours (IST) of 11.09.2017 at the Office of the undersigned.
8. **Time and Date of opening of Tender** : At 1500 Hours (IST) of 11.09.2017 at the Office of the undersigned in presence of the bidders or their authorized representatives, if any. In case 11.09.2017 is a holiday, the tender shall be opened on the next working day at 1500 Hours (IST).
9. **Qualification & Experience** : Experience of having successfully completed similar nature or allied works during last 7 (Seven) years should be either of the following :
 - i) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
 - OR**
 - ii) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
 - OR**
 - iii) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

Note: Similar works for (i), (ii) & (iii) above mean sweeping / cleaning / civil works.

Copy of Bidders PAN Card, Service Tax registration, EPF registration & Labour Licence are to be submitted along with the application.

Application requesting for purchase of tender documents should invariably accompany the documentary evidence satisfying the condition as listed at Sl. 9 (i), (ii) & (iii) above and requisite fee for tender documents.

10. Special Condition :

- (i) The intending bidders are requested to visit the worksite to assess the requirement of the work before submission of their tenders.
- (ii) Adequate number of Sweeping/ Cleaning workers at Administrative Building and Security Office Building shall have to be made available to attend the job who will work for a period of 4(four) hours a day. In addition to this, any kind of emergency duty shall have to be attended immediately, if asked to do so.
- (iii) The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of cleaning.

Other Terms and Conditions:


11. Bidders shall have to quote the rates in the rate sheet (**Bill of Quantities and Schedule of Rates**) enclosed with the tender papers as **Annexure-A**. In addition to this, the bidders shall also have to fill up **Annexure-B (List of Consumables required on monthly basis)** & **Annexure-C (List of machines, tools & equipment to be used for execution of the work)** enclosed with the tender papers.
12. Rates quoted by the bidders shall be inclusive of all charges as applicable but excluding GST.
13. **Spare, Tools & Tackles, Machines:** All Spares, Tools & Tackles, Machines as may be required by the contractor's personnel are within the scope of the contractor. Accordingly, the list of the same is to be submitted by the contractor to the Engineer-in-charge and duly approved before putting them to use. Also, the contractor shall be himself responsible for the safety and maintenance of his tools & tackles ...etc. No damages/ claim shall be entertained under any circumstances.
14. **Consumables :** The total quantity of various consumables required for the work like Phenyl, Odonil Cakes, Naphthalene Balls/ Cakes, Harpic / sanifresh, Napkin Rolls, Colins, Detergent, Disinfectants, HIT/ Baygon Spray, Soap Cakes, Liquid Soaps...etc. are to be submitted by the bidder during submission of his bid. The same will be assessed to add or delete any items needed for execution of the work. This would become part of the work order and the contractor must maintain sufficient stock at all times.
15. **Payment to Contractor's Personnel:** The contractor shall make all payments to his personnel by transferring the same to the **Savings Bank Account of the person concerned within 7th day of each month**. Further, the contractor shall follow the **Minimum Wage Rate of the Ministry of Labour and Employment, Government of India** while disbursing the payments to his labour. *Any subsequent increase in the aforesaid rate w.r.t the rate prevailing on the date of opening of the tender shall be borne by NEEPCO.*
16. **Terms of Payment:** The payment will be made on monthly basis from the date of commencement of the work. Bill for any broken period of months shall be paid proportionately on the basis of time and area of maintenance. Also, after successfully carrying out the work for each month, Computerized Measurement Book (CMB) has to be prepared by the contractor as per the format given by the department and the same should be submitted to Sr. Manager(C), AGTCCPP for verification and further processing of the bills.

It is mandatory for the contractor to submit the CMB within 7th day of each month for the work executed by him in preceding month accompanied by (i) Statement of man power engaged by him during the month, (ii) **Documentary evidence of bank payment made to the workers** and (iii) Proof of deposit of the due amount to PF account of the concerned worker.

17. **No. of days during the month for which the services are required :** All days except holidays as applicable for Industrial Workers as per Labour Act.
18. **Schedule of work :** This work of sweeping and mopping of Power House Building comprises of items as per Bill of Quantities given in Annexure-A. The areas which are covered under the scope of the said work comprises of (i) Administrative Building along with its adjacent premises & (ii) Security Office Building along with its adjacent premises.
19. **Schedule of Time of work :** The work is to be carried out by adequate number of workers for a minimum of 4 hours a day in the morning from 7:00AM to 10:00AM and from 1:00PM to 2:00PM. In case any officer asks for the cleaning of area/ room of the said buildings shall have to be attended immediately. Any failure to do it may invite penalties.
13. In case of delay in execution of the work, $\frac{1}{2}$ % (Half percent) of the value of the work shall be recovered from the bill per week of delay subject to maximum of 10% (Ten percent) of the value of the work.
14. Contractor shall submit the **EPF Registration Number**, if already had, otherwise **EPF deduction** in respect of both employees and employer's contribution will be made from their bill(s) as per existing relevant norms. However, this will not relieve the Contractor from his responsibility.

20. Laws, Regulations and Acts pertaining to engagement of Labours, environment protection, Safety etc. shall be applicable.
21. **Water and Electricity will be provided free of cost by NEEPCO** for cleaning, sweeping and mopping work. However use of it should be economical. Also, while carrying out the cleaning works with help of machine, the workers should use electrical points which are given particular for cleaning machine purpose. In case of any damage to the electrical points, the same will be recovered from the bill of the contractor.
22. NEEPCO reserves the right to add new areas or remove any area from the scope of the work after awarding the work contract. The rate of the added area or removed are will be as per the rate prevailing in the work order.
23. **Security Deposit** : As the work is temporary and repetitive in nature, no security deposit will be deducted from the bill(s). However, The contractor shall have to perform the works with full responsibility and take care for proper safety of all the residential property. In case of any damage or pilferage if detected during working hour, the liabilities on investigation shall be intimated to the contractor along with penalties which will have to be accepted.
24. The Contractor shall have to supply all materials and labours etc. required for the work for successful completion of the same in all respect.
25. In case, the work is not been carried out the work as per specifications or not to the satisfaction of NEEPCO or the Contractor causes any damage to the work or property of NEEPCO or other damages not mentioned herein, NEEPCO shall have the right to recover any amount as considered suitable from the bill/ Security deposit/ any other amount due to the Contractor in NEEPCO.
26. **Safety issue:** The contractors must be aware of the safety requirement of the workers and accordingly necessary safety gears are mandated to be provided to workman whenever necessary.
27. Tenders received by post at the Office of the undersigned within the specified time mentioned above shall be considered for acceptance. NEEPCO shall not be responsible for any delay in reaching the tenders by post or courier service.

NEEPCO reserves the right to issue tender papers and reject any or all the tenders without assigning any reason thereof. The Corporation is also not bound to accept the lowest tender. Issuance of Tender Papers shall not automatically qualify the bidder for the work.


Sr. Manager(E/M), C&P
AGTCCPP, NEEPCO Ltd.

Annexure - A

Name of work : Sweeping and mopping of the Administrative Building and Security Office of AGTCCPP, NEEPCO Ltd.

Part - I : Bill of Quantities and Schedule of Rates

Sl. No.	Description of Items	Unit	Qty.	Rate (₹)		Amount (₹)
				In figure	In words	
1	<p>(A) Sweeping of lavatory block floor area with phenyl water (in proportion of 100ml phenyl to 10 litres of water) and providing 50 gm of odonil packets in each latrine. One small bathing soap (25gm cake) placed in wash basin and providing of standard naphthalene balls [3(three) nos. in wash basin and 10(ten) numbers in urinals]. Napkin rolls to be provided. Cleaning of W.C. pan, wash basin, urinal pan and making them stain free for maintaining adequate hygiene every day with Harpic/Sanifresh etc. The cleaning of mosaic floor and wall tiles done twice a week with detergent/ acid as deemed necessary.</p> <p>(B) Clearing floor area of main building and surrounding aprons and drains of building, sweeping and mopping with phenyl water (in proportion of 100ml phenyl to 10 litres of water) twice every day. Insecticide/ pesticides etc. as required to be sprayed from time to time.</p> <p>(C) Clearing, mopping the dust etc. of all furnitures, fans, doors, windows, grill curtain (cloth as well as metallic) every day including washing towel once in a week and also spraying room freshener for freshness and hygiene.</p>	Per Sqm Per Month	1263.64			

Total = ₹
Say ₹

Part-II : Regarding number of Sweeping/ Cleaning workers to be engaged for the work

1	Total number of Sweeping/ Cleaning workers to be engaged for the work who will work for a period of 4(four) hours a day.	
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Signature and seal of the bidder

Annexure - B

Name of work :- Sweeping and mopping of the Administrative Building and Security Office of AGTCCPP, NEEPCO Ltd.

List of Consumables required on monthly basis :

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Phenyl			
2	Odonil Cakes			
3	Naphthalene Balls/ Cakes			
4	Harpic / sanifresh			
5	Napkin Rolls			
6	Colin Spray			
7	Detergent			
8	Disinfectants			
9	HIT/ Baygon Spray			
10	Soap Cakes			
11	Liquid Soaps			
12	Acid			
13	Toilet Brush			
14	Soft Broom			
15	Hard Broom			
16	Bleaching Powder			
17	Air Fresher (Spray)			
18	Glass Duster			
19	Floor Duster (Mops)			
20	Markin Cloath			
21	Toilet Paper Roll			
22	Scrubbing Brushes of various sizes			
23				
24				
25				
26				
27				

Note: The total quantity of various consumables required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the consumables item, as desired by the bidder, a separate sheet may be enclosed along with Annexure-B. The same will be assessed to add or delete any items needed for execution of the work. Finally, the **list of consumables so finalised for the work** would become part of the work order and the contractor is bound to carry out the work using the consumables as finalised during **Technical-Evaluation of the Bid**. The list of consumable item thus finalised shall also be reflected in the work order and the contractor is bound to maintain sufficient stock of the same all the time.



Annexure - C

Name of work :- Sweeping and mopping of the Administrative Building and Security Office of AGTCCPP, NEEPCO Ltd.

List of machines, tools & equipment to be used for execution of the work :

Sl. No.	Description of Items	Unit	Qty.	Brand/ Make
1	Dry vacuum Cleaner			
2	Various Height Ladder			
3	Dustbins			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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Note: The total quantity of various machines and tools & equipment required for the work are to be provided by the bidder as per the list given above. In addition to this, the bidder may also add more items to the list given above in the spaces provided for the same. If however, the space provided above is not sufficient for giving the full list of the machines and tools & equipment, as desired by the bidder, a separate sheet may be enclosed along with Annexure-C. The same will be assessed to add or delete any items needed for execution of the work. Finally, the list of machines and tools & equipment so finalised for the work would become part of the work order and the contractor is bound to carry out the work using the machines and tools & equipment as finalised during Technical-Evaluation of the Bid. The list of machines and tools & equipment thus finalised shall also be reflected in the work order and the contractor is bound to carry out the work using the said machines and tools & equipment and keep them in a healthy running condition all the time.

