

Terms and conditions:

1. The tenderers are advised to inspect all the floors of the administrative building and familiarize themselves with the layout, room sizes, manner of management etc before submitting the tenders. The tenderers shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may affect or influence their tender. He or she shall be deemed to have full knowledge of the site and work, whether he/she inspects it or not.
2. Submission of a tender by a tenderer implies that he/she has read this notice and all other contract documents and has made himself/herself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and local conditions and other factors bearing on the execution of the works.
3. The rates for the cleaning and maintenance of the all the floors of the administrative building should be quoted separately, both in words and in figures.
4. The rates quoted should be inclusive of all taxes.
5. Banker's certificate, along with profit and loss account and balance sheet duly certified by a Chartered Accountant must be submitted for the last 3 (three) years, ie 2013-14, 2014-15 and 2015-16.
6. Only firms with an annual turnover of not less than Rs 20 lakh in any one year during the last three years need apply.
7. Both the technical and financial bids have to be submitted in separate sealed envelopes, which should be superscribed "Technical Bid" and "Financial Bid" as the case may be and these have to be submitted together in one sealed envelope.
8. The technical bids would be opened on March 15, 2017 at 3 p.m. in the chamber of the Administrative Officer, Assam Administrative Staff College in the presence of the tenderers who would like to be present. In case it happens to be a holiday, these would be opened on the next working day at the same time.
9. Those firms which are found to have qualified on evaluation shall be invited to send one representative to be present during the opening of the financial bids, the date of which would be intimated later on.
10. The evaluation of the technical bids would be made on the basis of
 - (a) Experience in providing cleaning and maintenance services in government or semi government or private institutes or five-star hotels etc. Lists of clients with years of service experience and performance certificates/testimonials/reports from these clients should be enclosed. **(20 marks)**
 - (b) Capabilities/detailed strength of manpower – cleaning and maintenance supervisor, and other skilled staff – proposed to be engaged along with details of their qualification, experience and expertise in their relevant fields along with their bio-data. **(25 marks)**
 - (c) Annual turnover for the last three years i.e. 2013-14, 2014-15 and 2015-16. **(15 marks)**

Signature of the tenderer

- (d) Technical inputs and work plan. The tenderer should clearly mention the method of cleaning and maintenance, supervision methodology, newness and creativity in cleaning and maintenance and catering services. **(25 marks)**
- (e) Latest statements of EPF and ESI registration and number of manpower for which payments are made to EPF and ESI. **(15 marks)**
11. (a) The evaluation of the financial bids would be made on the basis of the monthly fixed amount to be charged by the tenderer for providing cleaning and maintenance services, where the cost of manpower – salaries, uniform, EPF, ESI etc –cost of pest control service and consumables such as floor-cleaning agents, window cleaning agents, phenyl, dettol, urinal streams, room freshners, brooms etc. will have to be borne by the tenderer.
- (b) While quoting the financial bid, the contractor will have to show the break-up of amount quoted, such as cost of manpower, uniforms, ESI, EPF, pest control, consumables etc. Any firm which does not show this break-up may not be considered for the work.
12. The tenderer should clearly indicate the number of workers/supervisors etc to be engaged for the works category-wise.
13. The tender should be accompanied by a banker's cheque/demand draft for Rs 30,000/-(Rupees thirty thousand only) in favour of "Director of Training, Assam Administrative Staff College, Guwahati" as earnest money. ***It should be attached with the technical bid, failing which the tender will be rejected.*** No interest would be payable by the Assam Administrative Staff College on the earnest money deposited, which will be refunded to the unsuccessful tenderers after awarding of the service contract to the successful tenderer.
14. The firm would forfeit its earnest money in case of failure to undertake the work upon final selection and receipt of work order.
15. The period of execution of the work will be 1 (one) year from the date of issue of work order, which can be extended upto a maximum of 2 (two) years, subject to the same rates and terms of conditions.
16. The tenderer shall have to sign each and every page of the tender document (technical and financial bids). In case all pages are not signed, the tender may not even be considered for evaluation.
17. The Director of Training, Assam Administrative Staff College, Guwahati reserves the right to accept or reject any or all tenders without assigning any reasons thereof. Assam Administrative Staff College, Guwahati neither binds itself to accept the lowest rate of tender nor does it undertake to assign reasons for the decision taken.

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General instructions to tenderers:**Security:**

- The contractor will have to follow all rules as may be framed by the Assam Administrative Staff College from time to time regarding movement of materials and equipment to and from the campus, issue of identity cards, control of entry of personnel and all such matters.
- The contractor will have to ensure that he/she and the personnel deployed by him/her abide by all security measures imposed by the competent authority from time to time.
- The contractor shall have no tenancy right on space provided. The spaces provided have to be vacated immediately on expiry of termination of the contract.
- Assam Administrative Staff College is not bound to provide residential accommodation to the labourers of the contractor.
- The labourers engaged by the contractor shall not have any right/ claim on the various facilities enjoyed by Assam Administrative Staff College's staff. All the labourers employed by the contractor should be well-mannered and in proper uniform. The cost of uniform has to be borne by the contractor.
- All the labourers employed by the contractor shall be above 18 years of age, skilled and medically fit to work.
- Employment of child labour will lead to termination of the contract.
- Any changes regarding labourers etc. should be informed in writing to Assam Administrative Staff College immediately.
- The contractor shall be responsible for payment by following the Minimum Wages Act as applicable and also for obeying all existing labour laws.
- The contractor shall issue proper identity cards to its labourers and furnish the full postal addresses of the persons engaged at Assam Administrative Staff College.
- The Assam Administrative Staff College authority reserves the right to reject the entry of any labourers employed by the contractor into the college campus.
- In case of any lapses on the part of the labourers of the contractor, the contractor should take proper action against such labourer and the Assam Administrative Staff College reserves the right to realize penalty or fines from the contractor.
- In case of any damage of any moveable and immovable properties of the Assam Administrative Staff College by any labourers or anybody associated or related to them, the entire cost of such damages shall be recovered from the contractor by deducting it from the contractual money.
- The Contractor has to provide work force in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the office administration.
- The Contractor shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Contractor must also ensure that they are of decent character, sound health and possess general abilities to carry out the required works and are also able to read instructions written in Assamese/English.
- The Contractor shall provide uniforms to the workers.
- The Contractor must possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by AASC. All materials /consumables and other related items are to be provided by the Contractor and the same should bear ISI mark or in conformity with

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the specification/ make keeping in view good quality/standard. The Contractor shall assess the quantity of consumables to be used and supply them in advance and store them at the allotted space on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by AASC.

- If there is less number of workers than that agreed upon, on any given day, a penalty of Rs. 240.00 per day per person shall be imposed by AASC. The decision of AASC in this regard shall be final and binding on the Contractor.

Rates:

- The contractor will quote the schedule of rate of the financial bid for the monthly fixed maintenance charge for providing *cleaning and maintenance services* for all the floors of the administrative building of the Assam Administrative Staff College separately.
- Rates should be quoted inclusive of all taxes. However, the break-up as stipulated in clause 11 (b) of the terms and conditions will have to be adhered to. The rates accepted both by the Assam Administrative Staff College and contractor shall be all inclusive of complete items, including sale tax, excise duty and any other taxes and duties or other levies by any Government or anybody. These rates shall be valid for the contract period and shall not be subject to any variations due to increase in material price or labour charges or any other conditions whatsoever.
- Assam Administrative Staff College will be at liberty to advertise for a fresh contract on the expiry of the contract period or renew the same contract by a separate written order subject to satisfactory performance of the contractor.

Terms of payment:

- The contractor will submit the bills every month to the Director of Training, Assam Administrative Staff College, in triplicate, which will have to be accompanied by the following:
 - (a) List showing the details of labourers/employees engaged with duration of their engagement
 - (b) The amount of wages paid to such employees/labourers for the duration in question.
 - (c) Amount of EPF/ESI contributions (both employer's and employees' contribution) for the duration of the engagement in question, paid to the EPF/ESI authorities.
 - (d) Copies of authenticated documents of payments of such contribution to EPF/ESI authorities.
 - (e) A declaration from the contractor regarding compliance of the conditions of EPF/ESI
- The following registers will have to be maintained by the contractor:
 - (a) attendance register
 - (b) wages payment register
 - (c) supply/use of cleaning materials/agents
- These registers will have to be signed by the contractor, who will place them before the Administrative Officer of Assam Administrative Staff College every day. If this is not done, monthly bills/payments will not be released.

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Termination of contract:

- If the contractor shows lack of sincerity or negligence to the work or his performance is unsatisfactory in the opinion of the competent authority, the contract may be terminated at any stage without prejudice to the right by action under any other relevant clause of the contract by giving one month's notice.
- In case the tenderer/contractor desires an earlier termination of the contract, he/she shall have to give three months advance notice to the Director of Training, Assam Administrative Staff College. In case the contractor withdraws from his/her work without giving the three months notice, his/her security deposit would be forfeited

Safety rules

- The contractor shall carry out the work in accordance with the statutory requirements of safety regulations and other rules/Acts as may be applicable.
- The contractor shall be responsible for the safety of each labourer and should follow all rules and regulations prescribed by the Government for the purpose
- The contractor or his representative must take immediate corrective measures whenever any unsafe conditions/practices are detected.
- The contractor or his representative will report any accident to the competent authority of the Directorate. The cause of all minor or major accidents that occurs in their job shall be reported and immediate remedial measures taken to prevent reoccurrence of such accidents. This responsibility lies solely on the contractor.
- Any person found under the influence of alcohol or any intoxicating drugs on duty is unfit for duty and should not be allowed to work. His work permit should be withdrawn and he should be expelled from the work premises forthwith.

Labour laws:

- The contractor shall abide by the provisions of various labour laws as may be applicable from time to time

Specification of work

1. Cleaning and maintenance of the third floor of the administrative building, including the roofs and glass panels on the outside.
2. The cleaning works should be started from 7.10 a.m. and should be completed by 9.15 a.m. every day without fail. In addition, the cleaning of toilets in the Administrative Building on all the floors should be repeated at 12 noon and 3.00 p.m. daily in order to maintain the cleanliness of the toilets throughout the day.
3. The workers are to be present in office till the end of working hours.
4. The cleaning works, including those in the hostel, may also be required on public holidays if there are any in – house training course or other conference / meetings / etc/ any work as desired by Director of Training/ Administrative Officer of Assam Administrative Staff College. The manpower deployed by him will be required to work beyond office hours and even on holidays, including second and fourth Saturdays and Sundays.

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Note: *The tenderers should visit the AASC to understand the full scope of work before quoting their rates. They may meet the Administrative Officer, AASC for clearance of any doubts that they may have about the scope of work.*

Special instructions:

For Flotex Carpets:

Location used – Conference Halls & Training Rooms

Everyday Cleaning

Flotex carpets have to be vacuum-cleaned regularly with an upright vacuum cleaner for best results. One has to set the brush adjustment on the lowest setting so that the brush actually touches the pile. When vacuuming, push forward at normal speed and pull back at half speed. This gives the brush time to sweep out any fluff etc. that may have been pushed between the fibres. Pet hair should be removed with a damp cloth.

Wet cleaning

- Flotex benefits from the occasional wet clean. This can be carried out with a machine such as Vax or hot-water extraction machine available for hire from dry cleaners and DIY machine hire shops.
- The recommended detergent supplied with these machines is suitable for use on Flotex. However, it should only be used in a very weak solution, about one part detergent to one hundred parts water. You should always rinse your Flotex with clean water after using any detergent.
- Mopping or wiping is not recommended as this only cleans the tips of the pile

Dealing with spillages

- Remove spillages as quickly as possible using the following

Guidelines –

(a) Wet spillages

(Includes fatty foods, cooking oil, water based-drinks, non-fatty sauces, oil, petrol, paraffin.)

Remove the spillage as soon as it occurs

If the spillage has dried, pour on hot water and allow to soak for 5-10 minutes before attempting to remove it.

For small areas, use the scrape, scrub, rinse routine shown below, using a weak detergent solution or suitable carpet cleaner (1 teaspoon detergent to 5 litres of water).

For larger areas see the previous wet cleaning section.

(B) Dry spillages

(Includes washing powder, dry powder paint, spices.)

- Lift off any excess spillage. Vacuum/brush thoroughly
- DO NOT use water. This will simply activate bleaching or colouring agents and could result in permanent staining.

(C) Mud

- Allow to dry then vacuum
- Then scrape, scrub, rinse or wet clean

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(D) Waxes

- Scrape off excess
- Use suitable dry cleaning fluid, then rinse

(D) Tar, solidified fat

- Use suitable dry cleaning fluid.
- Then refer to scrape, scrub, rinse routine or wet cleaning section.

(E) Paint

Scrape off excess

Water based: wash with detergent solution

Spirit based: Use suitable dry cleaning fluid, methylated spirit or white spirit.

In all cases, rinse after removing paint.

Rinse Ball-point ink, shoe polish

Use methylated spirit or white spirit

Wash with weak detergent solution.

Rinse Chewing gum, sweets, Plasticine modelling clay

Freeze with suitable freezing agent and break off brittle pieces

If necessary wipe sparingly with suitable dry cleaning fluid.

Step 1 SCRAPE

Scrape off as much of the spillage as possible into a paper towel or cloth. Use a paint scraper or blunt utensil.

Step 2 SCRUB

Pour a liberal amount of hot water onto the area. Add a small amount of detergent (approximately 1 teaspoon of detergent to 5 litres of water). Use a suitable carpet shampoo or detergent. Scrub using a stiff brush and scrape the dirty solution into an absorbent cloth.

Step 3 RINSE

Rinse thoroughly with clean water. Scrape the excess water into an absorbent cloth and leave to dry.

WARNING

Flotex can be permanently damaged by strong acids, strong alkalis, some solvents or materials containing them. It can also be stained by dyes, foodstuffs and other materials containing dyes or strong colorants. Bleach and substances containing bleach, oxidizing and reducing agents may also damage and/or decolourise Flotex. Damage may be minimized by immediately diluting the spillage with water, then removing with an absorbent material or extraction machine. Urine can also stain Flotex if not cleaned effectively.

Vinyl carpet protector

Not recommended, can damage Flotex.

Burns

Cigarette or other hot object can melt the nylon pile, resulting in permanent damage. Repairs are possible.

Stilettoes, uncapped chairs

As with any floor covering, stiletto heels, uncapped chairs and other articles applying high point loads can damage Flotex

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Laminated Wooden Flooring

Location use – VIP Lobby and Dining Room

Wood laminate floors are increasing in popularity as they're durable, inexpensive, attractive and easy to install. However, unlike tile floors or vinyl floors, wood laminate flooring does require a special cleaning technique.

Most laminate floor planks include a few layers of paper (which is where the wood design is printed). Although this paper is protected with a high-tech coating, it still requires special care to ensure it maintains its beauty and durability through the years. Most wood laminate floor companies do not recommend using cleaners like regular floor cleaners (such as the pine scented style on your supermarket shelf) or Murphy's Oil Soap on laminate floors.

Follow these basic guidelines for cleaning of the Wooden Flooring:

Step 1: Sweep it with a broom. Although these styles of floors are very durable, it is possible to

scratch them with a small pebble or sharp object. Because of this, dry mops with metal edges can actually leave marks on a laminate floor. Opt for a plain plastic or bristle broom, and sweep

lightly to avoid scratching rocks or stones across the surface of the floor. Remove all major debris and dirt from the floor this way before moving onto the next step.

Step 2: Dust it. These days, companies are making "mops" that are essentially nothing more than a disposable dusting cloth on the end of a long plastic stick. (You can find non-disposable

versions that use soft, reusable cloths in your local home or hardware store.) These "mops" are

perfect for cleaning up any small bits of dust and dirt that may be clinging to the floor after you've swept it. Carefully dust the floor, then switch to a new cloth, which you'll need in Step 4.

Step 3: Spray it. Specialty wood laminate floors cleaners can be purchased in many home improvement stores, retail stores that sell flooring, and online. Some supermarkets and discount department stores also stock this specialty cleaner. Choose only a cleanser marked safe for laminate flooring. Otherwise, you could end up with a soapy cleaner that will leave a streaky residue or film on your floor. Spray the cleaner lightly across the entire floor.

Step 4: Mop it. Use your "dust mop" to mop the moisture of the cleaner across the floor. Apply pressure, but not so much that you leave a scratch across your flooring. Gently use the mop to "buff" the floor as you clean it.

That's all it takes! Caring for your wood laminate floor is a relatively simple process, although you will need to be cautious so you don't scratch the floor with the rough edges of any mops or brooms. With proper care, your laminate floor should remain attractive and durable for many years.

Italian Marble

Location Used – Corridors, Board Room, Lobbies etc etc

- Mop the floor with a dry dust mop.
- Fill a bucket with warm water and dish soap or stone cleaner.
- Dip a mop in the soapy water and wring out the excess moisture. Mop the floor one section at a time, rinsing the mop in the bucket as often as necessary.
- Empty the bucket of soapy water and rinse out the mop. Refill the bucket with clean water.
- Dip the mop in the bucket and wring it out. Rinse the floor with the clean mop, working your way out of the room.

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- Dry the floor immediately with a towel.

Full Glass Panels

Glass surfaces can be troublesome to clean. It's hard to know which side the streaks are on, and getting rid of them completely can be time consuming.

The right rags: Paper or microfiber cloths will effectively clean glass. Special wood rags will also clean glass without streaks. Stay away from plain, cotton towels. These will leave lint behind, marring the beautiful finish you are trying to achieve. There is truth to the claim that newspapers do a great job of cleaning glass. Old newspapers will work wonders on your glass, leaving it sparkling and clean. While it's a great way to recycle old papers, it will leave ink on your hands. A Wipe is the best way makes the Glass shining.

Chemicals: Several different chemicals can be used to clean the glass. Spray chemicals from the store are effective, fast and don't require any special mixing.

TENSILE ROOFING

ROOF CARE AND MAINTENANCE GUIDE

The Roofing System that now covers your building is a state-of-the-art roofing system that requires very little attention. However, all roofs from time to time require a limited amount of maintenance to insure the longest possible service life and to avoid any unnecessary costly repairs. The following guidelines to help assure that your roofing system will remain watertight and fully functional for many years.

1. Make arrangement for inspection of the roof at least twice yearly, spring and fall. Closely inspect all roof penetrations and flashings.
2. Have all drains and rainspouts cleaned on a regular basis to provide for proper water runoff.
3. Avoid exposing the roofing system to solvents, greases, oils, petroleum products, coal tar, and asphalt contamination since these may adversely affect the performance of the roofing system.
4. Access to the roof should only be permitted to responsible personnel. Anyone having access

to the roof should be instructed that the roof system requires appropriate care and that workmen should avoid laying or dropping tools or equipment parts on the membrane roof.

5. DO NOT PERMIT SMOKING ON THE ROOF.

Adherence to these guidelines is strongly recommended.

Wallpapers

Keeping your wallpaper clean is key to maintaining its looks and durability.

Basic Cleaning and Maintenance

Remove dust and cobwebs by vacuuming with the brush attachment.

If your wallpaper is washable, wipe the walls down at least once a year. You can buy wallpaper cleaners or make your own using a weak solution of mild dishwashing detergent and cool (never hot) water. Use plenty of soft cloths and always do a final rinse with clean water. White vinegar and cool water is an excellent cleaner if your walls are not very soiled.

Grease and Crayon Stains

Carefully scrape off grease or wax residue. Lay a clean, absorbent white cloth over the stain and hold a warm (not hot) iron over it. This will absorb much of the residue. Follow up with greasecutting cleaner, blotting rather than rubbing.

Grubby Marks and Fingerprints

If the area around light switches gets smudged and soiled, consider one of the clear plastic covers available at any hardware store. For soiled areas, try rubbing gently with a pencil or art eraser first. This really works.

Depending on the washability of your paper, you can use mild cleaners and a damp cloth, but

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never use abrasives unless you know for sure your wallpaper is extremely scrubbable.

i) Daily cleaning (three times)

- Cleaning of glass doors, windows using glass cleaner
- Wiping of window panels, door panels, staircase railings with damp cloth.
- Brooming of the floors and mopping using disinfectants
- Toilet cleaning:
 - Cleaning of the toilet seats by applying toilet cleaner and scrubbing with toilet brush and then washing it with disinfectants
 - Scrubbing of urinal pots with brush and cleaning agent and then disinfecting it
 - Scrubbing of wash basins with brush and cleaning agent and then disinfecting it
 - All SS taps to be wiped dry with dry duster
 - Wiping of mirrors with cleaning agent
 - Replenishment of liquid soap in the soap dispensers
 - Clean mugs to be made available in the toilets
- Wiping of telephones, table tops with disinfectants
- Wiping of chairs
- Vacuum cleaning of sofa sets, carpets
- Cleaning, dusting, mopping of all rooms

ii) General cleaning (daily)

- Collection of garbage/waste papers from the verandas, training halls, etc and disposing of it in the specified manner
- The garbage should be disposed of in the designated place
- All toilets should have toilet freshners (odonil etc), toilet rolls, and naphthalene balls must be put in the urinals, nanny traps and washbasins.

iii) Weekly cleaning

- Cleaning of under tables, corners of corridors, staircases
- Cleaning of window and door panels
- Removal of cobwebs from all areas

iv) Periodic jobs

- Arrangements for the control of cockroaches, insects etc

a) Pantry

- The pantry, including the floors, tiles, drainages etc should be thoroughly cleaned every day
- The dishes, utensils etc should be properly cleaned and it should be ensured that these are kept sparkling clean.
- Special cleaning of the kitchen area, including equipment and utensils, may be done every week or as and when directed by the Superintendent (Hostel), AASC

b) Uniforms

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- All the staff should be always in uniform and be neat and clean with hair and nails etc kept trimmed
- The contractor will provide all the uniforms, etc as needed.
- The contractor will ensure that all persons engaged by him are courteous, honest, sober and free from any virulent or contagious disease(s). AASC may ask the contractor to produce (a) medical fitness certificate, (b) character verification certificate from the police for any person engaged by the contractor in performance of the contract. AASC may require the contractor to remove/replace any person engaged by the contractor at its discretion

c) General

- The staff engaged should be disciplined and should remain in their area of work. They should not loiter around
- The staff should be briefed to conserve electricity, water and other precious resources
- The garbage should be disposed of in the designated area or as directed
- In case any dispute arises regarding the job of contractor including the interpretation for his or staff working thereof, the decision of the Director, Assam Administrative Staff College shall be final and binding on the contractor.
- The contractor shall be responsible for the safety and security of all internal items like furniture, equipment, sanitary fittings etc. and he shall be liable to make good any loss or damage.
- The contractor should have the character and antecedents of the staff verified before employing them
- Any change in the employment of staff should be done with the prior permission of the authorized representative of AASC and after verification as above

d) Pest control services

- The tenderer shall have to do pest control through third party agencies (TPA) who specialize in pest control services
- Pest control services are required at least four times a year to control insects like cockroaches, ants, spiders, flies, mosquitoes, etc so that germs are not spread

e) Levy of liquidated damages

- AASC shall have the right to levy on the contractor compensation for liquidated damages to cover the total cost incurred by it for making alternative arrangements for delays attributable to the contractor, poor quality of services, non-deployment of adequate and sufficient number of worker (s) and supervisor (s) etc.
- The decision of the competent authority of AASC shall be final and binding in assessing the compensation as liquidated damages
- The amount of liquidated damages shall be adjusted and set against the sum of money payable to the contractor under this contract or any other contract with AASC

f) Termination

- AASC shall have the right, any time during the duration of the contract, to suspend, terminate or cancel the services of the contractor by issuing a month's notice to the contractor
- In case AASC terminates the contract in whole or in part, AASC shall not pay any compensation in any form to the contractor for the balance work.

g) Foreclosure of the contract

- It shall be within the authority of AASC at any time after the acceptance of the bid or during the execution of the work, to foreclose or reduce the scope of the work, for any reason whatsoever, either wholly or in part, by issuing a notice (not less than 30 days) to the contractor. The contractor shall then have no claim whatsoever on account of any profit(s) or advantage(s) which he might have derived from the execution of work in full but for the reasons of the foreclosure of the contract either in whole or in part
- The decision of the competent authority of AASC regarding the foreclosure of the contract and /or reduction in the scope of the work shall be final and binding for which no disputes whatsoever shall be raised by either of the parties to this contract

h) Subletting or assignment of contract

- No subletting or assignment of the contract is permitted
- However, if under special circumstances, if any request is made, it may be considered by AASC and decision taken by AASC subsequently would be final.

j) Capital equipment, consumables, price quotations and duration.

- Replacement/repair of civil, electrical and plumbing works etc will be done by AASC against the faulty/damaged items. In case of non-receipt of faulty, damaged items, charges for such replacement would be debited to the contractor. For the rectification of faulty, damaged items, the contractor will have to intimate the Administrative Officer. A complaint register will be maintained by the contractor for the purpose
- The contractor shall provide all consumables like cleaning powder, nylon scrubbers etc for washing utensils at his own cost and also house-keeping agents required to keep the administrative building, kitchen area, guest rooms, lobby, verandah, open space, lounge, toilets, bathrooms and hostel rooms, etc clean. The cleaning agents have to be stored in safe custody.
- The contractor or any of his workers shall not carry any materials/ items out of Assam Administrative Staff College campus without necessary permission from the Director of Training, Assam Administrative Staff College.

Annexure – I

From:

To: Director of Training
Assam Administrative Staff College
Khanapara, Guwahati – 781022

1. I/We hereby tender for the execution of the work of providing round-the-clock (a) ***cleaning and maintenance services*** for the (a) administrative building – ground, first, second and third floors and (b) drains, pathways, passages in the campus of the Assam Administrative Staff College as per tender document and accepted by me/us for the work in accordance with the terms and conditions in the tender document.
2. I/We agree to pay the earnest money and accept the terms and conditions laid down in the memorandum below.

MEMORANDUM

- | | |
|--|---|
| (A) General description of work | Providing round-the-clock <i>cleaning and maintenance services</i> for the (a) administrative building (ground, first, second and third floors), (b) Hostel Block A and (c) drains, pathways, passages in the campus of the Assam Administrative Staff College |
| (B) Earnest money | Rs 30,000/- (Rupees Thirty Thousand) only payable in the manner described in the tender document. If the tender is accepted, the earnest money will be retained against the security deposit. |
| (C) Time allowed for execution of work | 10 (ten) days from the date of issue of work order |

I/We hereby pay the earnest money of Rs 30,000/- (Rupees thirty thousand only) in the form of banker's cheque/demand draft in favour of the "Director of Training, Assam Administrative Staff College, Guwahati – 781022"

3. If I/we fail to commence the work specified in the Memorandum in para (2) above or as mentioned in the tender document, or fail to deposit security amount specified in the Memorandum in para (2) above, I/we agree that the said owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said money shall be retained by the owner, towards the security deposit specified in para (2) above. The said owner shall also be at liberty to cancel the notice of acceptance of tender if I/we

Signature of the tenderer

fail to deposit the said security amount as aforesaid or to execute an agreement or start work as stipulated in the tender documents.

I/we enclose herewith the evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us and also all the essential/relevant documents mentioned in the tender document.

Date:

Signature of witness:

Name in block letters:

Address:

seal

Signature of the tenderer with

Name in block letters:

Address:

Signature of the tenderer

Annexure – II**Particulars of the tenderer**

- 1) Firm/tenderer's name:
- 2) Postal address:
- 3) Telephone No.:
- 4) Fax No.:
- 5) Contact person:
- 6) E-mail address:
- 7) Website address, if any:
- 8) Headquarter office address:
- 9) Local branch office address with phone no. and fax:
- 10) Whether the firm is private or public limited with date of establishment (attested copies of deed for articles of association to be enclosed):
- 11) Name of the person holding the power of attorney (attested copy of power of attorney to be enclosed). Also state his present nationality and liabilities:
- 12) Names of partners, their current nationalities and liabilities
- 13) Name and address of the tenderer/contractor
- 14) Specimen signature of the tenderer/contractor:
 - a)
 - b)
 - c)

I/we authorize AASC to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical and financial aspects of the applicant.

Date:

Signature of the tenderer

Signature of the tenderer

Annexure – III

(Please use a separate worksheet duly signed and sealed)

Sl No.	Full postal address of clients (past and present and name of the officer-in-charge)	Nature of works	Duration of the contract	Amount of contract	Remarks (if any)

Note: (1) Original/attested copies of work order and completion and performance certificates from the client.

(2) Any other information in support of professional capability with documentary evidence

Date:

Signature of the tenderer

Signature of the tenderer

Annexure – IV

Details of manpower to be deployed for the work, category wise as specified:

SI No.	Name of the person	Designation, qualifications and experience	Remarks, if any

Date:

Signature of the tenderer

Signature of the tenderer

Annexure – V

Turnover during the last 3 (three) years:

1. Year 2013-14:
2. Year 2014-15:
3. Year 2015-16:
4. Audited balance sheets during the last three years: submitted/not submitted

The profit and loss statements have been certified by:

Note: (1) Original or attested/notarized copies of work order and completion certificates from the client should be attached by the tenderer

(2) Please strike out whatever is not applicable

Date:

Signature of the tenderer

Signature of the tenderer

Annexure – VI

Self declaration by the tenderer on EPF (Employees Provident Fund) and ESI (Employees State Insurance) regarding registration, number of manpower required, its regular subscriptions:-

(i) On EPF

(ii) On ESI

Signature of the tenderer

Annexure – VII

Technical inputs and work plan mentioning clearly the details regarding the methods of cleaning, supervision methodology, newness and creativity in cleaning and maintenance (a separate sheet, duly signed and sealed, may be used, if necessary)

Signature of the tenderer

Annexure – VIII**(FINANCIAL BID)**

<u>Rates for</u>	<u>Amount (Rs.)</u>
Hostel Block A	
Ground floor of Administrative Building	
1 st floor of Administrative Building	
2 nd floor of Administrative Building	
3 rd floor of Administrative Building	
Drains, pathways, passages etc.	
GRAND TOTAL (IN FIGURES)	
GRAND TOTAL (in words)	

Break up (The cost of the following items are all inclusive in the above table)

<u>Rates for</u>	<u>Amount (Rs.)</u>
Cost of manpower	
Cost of uniform	
Cost of ESI	
Cost of EPF	
Cost of pest control	
Cost of consumables	
Any others (s)	
GRAND TOTAL (IN FIGURES)	
GRAND TOTAL (in words)	

Signature of the tenderer