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**Tender for House Keeping**

Government of India  
Ministry of Civil Aviation  
Bureau of Civil Aviation Security  
O/o The Regnl. Dy. Commissioner of Security (CA)

NSCBI Airport  
Kolkata-700 052  
Dated:20 July'2011.

No. ER/BCAS/ADMN(HK)/24/A/748

**SHORT TERM TENDER**

To,

Prospective Bidders

**Subject: Tender Document for upkeep and cleaning of BCAS Kolkata, Office Complex having approximate area 1008 Sqm and 10 No. of toilets with urinals and wash basin.**

Sir,

Please find enclosed a tender document for upkeep and cleaning of O/o the RDCOS (CA), BCAS, Kolkata Airport office complex having approximate area of 1099.89sqm and 10 No. of toilets with 9 urinal pans and 11 wash basins.

2. Prospective bidders may submit all the requisite documents as specified in the enclosed tender, latest by 1500hrs on 22 August'2011.
3. Tenders received after the stipulated deadline shall not be accepted. This Bureau shall not be responsible for any postal delay or non-receipt of tender except under "Force Majeure" conditions, to be notified in writing by the Bidder. Grant of extension of otherwise shall be at the discretion of the competent authority.
4. Regional Deputy Commissioner of Security (Civil Aviation), Bureau of Civil Aviation Security, Kolkata Airport reserves the right to reject any tender without assigning any reason thereof.

Yours faithfully,

(B. S. Tiwary)  
Regnl. Dy. Commissioner of Security (CA)

## **PRE-QUALIFYING CONDITIONS**

1. The Tenderer along with its partner, if any, should be a reputed company directly undertaking up-keeping and cleaning work of Govt. Office complexes etc. for at least pass two years.
2. The Tenderer must have requisite manpower, infrastructure and financial resources to successfully execute the contract.
3. The Tenderer is required to submit documentary evidence in support of the contracts executed it.
4. Only those firms need to participate in the Bids system who qualified the pre-qualifying conditions.
5. The Tenderers have to qualify the Pre-Qualification Conditions, to participate in Financial Bid.
6. The EMD as prescribed shall be enclosed along with the forwarding letter giving details regarding the satisfaction of the pre-qualifying conditions.
7. The firm should submit valid Income Tax Certificate in original/Certified true copy for last two years.
8. The individual signing the tender other documents on behalf of the applicant should submit proof in support of his/her authority.
9. Compliance report as per Section-IV of this document.

## SECTION-I

### INVITATION FOR BIDS

1. This invitation of bids is for upkeep and cleaning of BCAS Kolkata Airport Office Complex, situated at NSCBI Airport, adjacent of 2 No. Airport Gate on Jessore Road, having approximate area 1008Sqm henceforth referred to as the "Department", "Authority" or "Bureau" in this document. The successful bidder is referred to as "Vendor" in this document.
2. Tenderers are advised to study the Tender Document carefully. Submission of Tender shall deem to have been done after carefully study and examination of the Tender Document with full understanding of its implications.
3. Only those firms need to participate in the Bids System who qualified the pre-qualifying conditions.
4. Sealed offers prepared in accordance with the procedure enumerated in section II made only as per the Tender Form and should be deposited in the "Tender Box" kept on ground floor near stairs in the O/o Regnl. Dy. Commissioner of Security (CA), BCAS, Kolkata Airport. Kolkata 700 052, **not later than 1500hrs on 22<sup>nd</sup> August 2011.**
5. All bids must be accompanied by Earnest Money Deposit (EMD) of Rs 10,000/-(Rupees ten thousand only) in the form of Demand Draft drawn in a nationalized bank, in favour of "Regnl. Pay and Accounts Officer CAD, Kolkata Airport, Kolkata-700052". Tender without EMD will be rejected.
6. The tender is not transferable and non-negotiable.
7. Schedules for invitation of Tender:-
  - a) **Address at which tenders are to be submitted:** "O/o The Regnl. Dy. Commissioner of Security (CA), BCAS, Kolkata Airport, Kolkata-700 052"
  - b) **Time & Date of opening of pre-qualification documents:** 1530 hrs on 19th August'2011.
  - c) **Place of opening of pre-qualification Tender document:** As in 7(a).

Note: BCAS shall not be responsible for any postal delay or document getting lost during transit. Further, the Tednderer shall not have any claim whatsoever on BCAS for such postal delays or transit losses or non-receipt/non delivery of the documents.

## SECTION-II

### INSTRUCTIONS TO TENDERERS

#### INSTRUCTIONS:-

1. Procedure for submission of Bids

There will be a Two-Sealed cover system for this tender.

Pre-qualification Bid in one separate cover.

Financial Bid in another separate cover.

2. (a) The Tenderers must place their Pre-qualification Bid and Financial Bids in separate envelopes, super-scribed with separate Bid titles as follows:-

Pre-qualification Bid in one separate cover.

Financial Bid in another separate cover.

(b) Each envelop should bear the Name, Address and other contact details of the Tenderer.

(c) Both the sealed envelopes should then be placed in one single envelope with Tenderer's Name, address, etc. printed on it, and should be addressed "Regnl. Dy. Commissioner of Security (CA), BCAS, Kolkata Airport, Kolkata-700 052" and sent to the address given at para 7(a) of Section I of this document. This envelop should be super scribed "Bids for up keeping and cleaning work of the BCAS Office Complex at Kolkata Airport"

3. The Tenderer's who satisfy the pre-qualification conditions, need only participate in Financial Bid.
4. The EMD as prescribed, shall be enclosed along with the forwarding letter giving details regarding the satisfaction of pre-qualifying conditions.
5. Financial Bids of only those Tenderer's will be opened who qualify the pre-qualification Bid on the date and time notified above.
6. Please note that rates should not be indicated in the pre-qualification Bid and should be quoted only in the Financial Bids. Financial Bid should indicate detailed item wise cost break-up as per the Tender Specifications given in Proforma-III to this document.
7. The covers thus prepared should indicate clearly the name and address of the Tenderer.
8. The bids received late and declared late by the Tender Evaluation Committee after the last date and time for receipt of bids prescribed in the tender document shall be rejected and / or returned un opened to the Tenderer.
9. The Tenderer shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purpose of clarification of bid, if so desired by the Department and the Department

will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

10. The Tenderer is expected to carefully examine all instructions, forms, terms & conditions and specifications in the Tender Document. BCAS shall have the right to reject all or any Tender Document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect will be at the Tenderers risk and may result in the rejection of the bid.
11. **Clarification regarding Tender** :- A prospective Tenderer requiring any clarification of the Tender Documents may contact the Department in writing at the Departments mailing address indicated in clause 7(a) of Section I. The department may respond to any request for clarification of the Tender Document, received, not later than 7 days prior to the last due date for the receipt of bids prescribed by the department. The department shall not be responsible for any postal delays.
12. **Amendment of Tender Document**: No amendments in tender except those which are technical in nature may be permitted to be altered without the express approval of the competent authority.

#### **PREPARATION OF BIDS:-**

13. **Language of Bids** :The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the department shall be written in "English".
14. **Documents Comprising the Bids**: The bids prepared by the Tenderers shall comprise of following components:

#### **(A) Pre-Qualifying Bid shall consist of following:-**

- (i) Bid proposal sheet duly filled in, signed and complete in all respects (Performa-I)
- (ii) Qualifying data duly filled in as per Performa II provided in the bid proposal that the Tenderer is eligible to bid and is Qualified to perform the Contract, if its bid is accepted.
- (iii) Valid income tax certificate in original/certified true copy.
- (iv) Address, Contact Person, Phone, Fax/E-mail details with Residential contact for information during holidays.
- (v) The list of Branch Officers etc. with complete address and contact information.
- (vi) Earnest Money of Rs 10,000/-(Rupees ten thousand only) in the form of Bank Draft drawn on any nationalized bank favoring "Regional Pay and Accounts Officer, CAD, Kolkata" payable at Kolkata.
- (vii) Complete details of resources in terms of infrastructure manpower who can be available for the contract on the similar scale for this work.
- (viii) Compliance report as per the Section IV of this Document.

(B) **Financial Bid shall consist of the following:**

- (i) Bid rates duly filled, signed and complete as per the financial bid at Performa-III.
- (ii) The Tenderer shall be required to give item-wise rates wherever applicable.

15. **Important Notes:**

- (i) All the prices/costs to be indicated in Indian Rupees and should indicate all applicable taxes.
  - (ii) Submission of Tender shall not entitle the bidder for claiming any right to consideration or compensation whatsoever, from BCAS
16. Tender with incomplete information or not in accordance with Instructions or without EMD are liable to be rejected.
17. It will be Obligatory on the part of the Tenderer to tender and sign the tender documents for all the items and that after the supply order is placed, he will have to enter into an agreement for each component with the competent Authority, Bureau of Civil Aviation Security or his representative, if considered necessary by the competent Authority, BCAS.
18. The Competent Authority, BCAS, Kolkata reserves the right to reject any or all the tenders received without assigning any reason thereof. Incomplete Tenders in any respect are liable to be rejected.
19. Special care should be taken to ensure no overwriting in the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words.
20. In case any firm participating in this tender submits false information, the tender submitted by such firm shall be rejected and EMD submitted by the Tenderer will be forfeited.
21. All correspondence in respect of the tender would be directly with the Tenderer and the correspondence through agents will not be entertained.

Regnl. Dy. Commissioner of Security (CA)  
Bureau of Civil Aviation Security

**SECTION-III**  
**TERMS & CONDITIONS OF THE TENDER**

**TENDERER'S MANDATORY QUALIFICATIONS FOR PARTICIPATING IN THE BID SYSTEM.**

1. The Tenderer along with its partner, if any, should be a reputed company directly undertaking up keeping and cleaning work of the Government Office complexes etc. for at least past two years.
2. The Tenderer is required to submit documentary evidence in support of similar contracts executed by it.
3. The BCAS, reserved the right to carry out the capability assessment of the Tenderer's and the decision of Regional Dy. Commissioner of Security (CA) shall be final and binding on Tenderer.
4. In the interest of the proper execution of the project and in public interest, the Government of India, Ministry of Civil Aviation, BCAS may issue instructions from time to time which are to be complied with, by the successful bidder.
5. The successful bidder shall execute the contract as per the rules, regulations, and procedures laid down by the Bureau.
6. **Payment Term**: The payment will be made on monthly basis after issue of satisfactory certificate by the authorized representative of this Bureau.
7. **Bank Guarantee**: The successful bidder should provide a bank guarantee of 10% of the total cost of the contract valid till 3 months after the expiry of validity period.
8. **Validity of Rates**: Rates quoted by the successful bidder should be valid for a period of one year.
9. The services provided under this contract shall conform to the standards mentioned in "Annexure-I" and when no applicable standards are mentioned to the international standards. Such standards shall be the latest issued by the Bureau/the concerned institution governing that standard.
10. The successful bidder shall execute the services/obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry. He shall also use appropriate advanced technology and safe and effective methods.
11. **Validity of contract**: The contract once awarded to the successful bidder shall be valid for one year from the date of award of contract. If required, it may be extended upto one more year on the same rates on mutual agreement and on same terms and conditions.

12. **Termination for default** : The department may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part and forfeit EMD as per the conditions specified in the contract, if,
  - (a) The successful bidder fails to deliver any or all of the obligations within the time periods specified in the contract, or any extension thereof granted by the Bureau or
  - (b) The successful bidder fails to perform any other obligations under contract.
13. **Short closure / Termination of contract and forfeiture of EMD**: The contract will be terminated/short closed without any prejudice to the rights of the Bureau to benefits arising out of it. The contract will be terminated and speed of work or any damage due to the contractor.

Note: If any damage is caused to the equipments/ property of this Bureau due to Services provided by the firm the same will be charged from the EMD available with the Bureau.
14. The vendor shall not have any claims what-so-ever on BCAS, in such terminations of contract under clauses 12 & 13.
15. **Termination for insolvency** : The department may at any time terminate the contract and forfeit the EMD by giving written notice to the bidder without compensation to the bidder, if the contractor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or effect any right of action or remedy which has accrued, thereafter to the Bureau.
16. **No claim certificate**: The successful bidder shall not, be entitled to make any claim, whatsoever, against the Bureau under or by virtue of or arising out of this contract, not shall the Bureau entertain or consider any such claim after bidder shall have signed a “No claim” certificate in favour of the Bureau in such forms as shall be required by the Bureau after the works are finally accepted.
17. **Liability**: In case of termination of contract the Bureau shall be free to procure the services from other sources at the “risk and cost” of the contractor.
18. **Confidentiality**: The bidder and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or the Bureau operations without the prior written consent of the competent authority, Bureau of Civil Aviation Security/Competent Authorities in Ministry of Civil aviation.

19. Force Majeure:

- (i) Notwithstanding the provisions of the tender, the successful bidder shall not be liable or forfeiture of the performance security, liquidated damages or termination for default, if and to the extent that vendor has notified to BCAS within 24 hrs of the vent and occurrence, its delay in performance or other failure to perform its obligation under the contract is the result of that event due to Force Majeure. The decision of the BCAS taken after examination on a case-to case basis shall be final.
  - (ii) For purposes of this clause, "Force Majeure" means an event beyond the control of the successful bidder and not involving this successful bidders fault or negligence and not foreseeable occurrence. Such events may include, but are not restricted to, acts of God, wars of revolutions, fires, floods, epidemics, quarantine restriction and freight embargoes.
  - (iii) If a "Force Majeure" situation arises, the successful bidder shall promptly notify the Bureau in writing of such conditions and the casue thereof. Unless otherwise directed by the Bureau in writing, the bidder shall continue to perform its obligations under the contract and shall seek all reasonable alternative means for performance not prevented by the force Majure event. The Bureau may terminate the contract by giving a written notice of minimum 20 days to the successful bidder, if as a result of Force Majeure, the successful bidder being unable to perform a material portion of the services for a period of more than 10 working days.
20. **Arbitration**: All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by Regnl. Dy. Commissioner of Security (CA), BCAS, Govt. of India. The awards of the sole arbitrator shall be final and binding on both the parties under the provisions of the Indian Arbitration and Conciliation Act, 1996 or by statutory modification re-enactment thereof "in force" at the time. Such arbitration shall be held at Kolkata.
21. In all matter and disputes arising under this contract, the appropriate courts in Kolkata alone shall have the jurisdiction to entertain and try them.
22. For the purpose of this tender, the term "Bureau" and Office in this document means/constitutes, the Bureau of Civil Aviation Security, Office of the Regional Dy. Commissioner of Security (CA), Govt. of India.

## SECTION -IV

### OVER VIEW, SCOPE OF THE REQUIREMENTS OF SUPPLIES:

BCAS is located at “,Bimann Suraksha Bhawan, NSCBI Airport, Kolkata-700 052” near Airport Gate No. 2 on Jessore Road,

1. The firm shall execute the contract directly and they shall not be permitted to give any sub-contract for part or whole of the work.
2. The firm shall be responsible to ensure that the cleanliness of office is maintained to the satisfaction of Regional Dy. Commissioner of Security (CA), BCAS, Kolkata Airport.
3. It will be the sole liability of the firm to pay the wages as per the Govt. Rules, provident fund, ESI, Gratuity, leave benefits, bonus, medical facilities, uniforms etc. to the staff employed as applicable under relevant Govt. rules. The firm has to give an undertaking in this regards that it is following all the labour laws including the payment of minimum wages etc. if desired, the firm is liable to furnish all the relevant record for verification to BCAS.
4. The firm shall be responsible for any loss, damage or liability to the property of this office due to lapse of their employees. The damages, if any, will be recovered from the dues payable to the firm.

### SPECIFIC REQUIREMENT :

The specific requirements of the BCAS for the services required are given as under:-

- i) Cleaning and moping of corridors, staircases, toilets twice a day regularly with all sanitary wares, tiles on floor and wall and water cooler areas with detergent etc.
- ii) Cleaning of other areas daily.
- iii) Cleaning and dusting of rooms including furniture doors, files, cupboards, glass panes etc daily.
- iv) Cleaning of Door, glass-panes of the corridors daily.
- v) Providing of liquid soap, odonil, spray, deodorants, and naphthalene cubes/balls daily in the toilets.
- vi) Acid cleaning & rubbing of all sanitary wares in the toilets once a week including all urinals and wall tiles.
- vii) Washing the open area with water once a week.

- viii) Reception Area (Cleaning & mopping) twice a day.
- ix) Weekly cleaning, spray of finit/ Baygon spray etc. in rooms, cobwebs in the cabins, Halls and corridors.
- x) Cleaning of Training Hall, sweeping, dusting, spraying of deodorant, arranging training hall furniture before and after utilization of training hall. Normal cleaning should be done daily.
- xi) To clear the garbage from office complex and to be thrown twice at municipality garbage collection place.
- xii) The firm shall deploy suitable persons (not less than four) to carry out the above works.
- xiii) Provision of horticulture work, planting, watering, treaming etc with suitable no. of seasonal plants at office of RDCOS (CA), BCAS, Kolkata.
- xiv) Water pumps operation and its minor maintenance.
- xv) Cleaning of water sump, water tank on quarterly basis with suitable amount of bleaching and alum etc.
- xvi) Supply of sufficient number of decorative plants with flower tub in the corridor of all floors of office and in the chamber of RDCOS (CA) and ACS (CA). The supplied decorative plants must be replaced regularly on monthly basis.

Note: In case of dispute on the quantity and quality of cleaning & upkeep and other works, the decision of the RDCOS (CA), BCAS, shall be final & binding on the firm.

**Letter proposing the quotation (on prospective bidder's letter head)**

**Performa-I**

Ref. No.

Date:

To

The Regnl. Dy. Commissioner of Security (CA)  
Bureau of Civil Aviation Security  
NSCBI Airport, Kolkata-700 052

Subject: Upkeep and cleaning of office of Regnl. Dy. Commissioner of Security (CA),  
BCAS, Kolkata.

Dear Sir,

We, the undersigned tenderer, having read and examined in detail the complete bid document in respect of the above subject, do hereby propose to quote for upkeep and cleaning of office of Regional Dy. Commissioner of Security (CA), BCAS, Kolkata Airport, Kolkata-700 052.

1. **Price and Validity:** All the rates quotes in our proposal are in accordance with the terms as specified in bid document.
  - 1.1 We do hereby confirm that our bid prices include all taxes including, Income tax, VAT/Sales tax and professional tax etc.
  - 1.2 We have studied the clauses relating to Indian Income Tax and hereby declare that if any Income Tax, surcharge on Income Tax and any other Corporate Tax altered under the law, we shall pay the same.
2. **Earnest Money:** We have enclosed the earnest money in the form of Bank draft amounting to Rs 10,000/- (Rupees ten thousand only) as per the requirements specified in this tender document.
3. We declare that all the services shall be performed strictly in accordance with the standard/specifications and other tender conditions.
4. **Qualifying Data:** We confirm having submitted the qualifying data as required by you in your tender document. In case you require any further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time, to your satisfaction.
5. We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the proposal is true and correct to the best of our knowledge and belief.

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6. We understood that any information found to be inaccurate, suppressed or misrepresented at any time hereafter, shall make us liable to explain, undergo any legal, preventive action and shall debar us from consideration for short listing etc. termination of the contract by BCAS.

7. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

8. We understand that you are not bound to accept the lowest or any bid you may receive.

Thanking you.

Yours faithfully,

(Signature)

Date:

Name:

Place:

Designation

Business Address:

Seal.

Contact No.

Email Address.

