



Chandigarh Judicial Academy

Sector-43-D, Chandigarh - 160022

Ph.No.0172-6662440 Fax No.0172-6662178

Website: www.cja.gov.in e-mail id: admn@cja.gov.in

No. Dir/CJA/2021/1515

Dated: 08.09.2021

CHANDIGARH JUDICIAL ACADEMY SECTOR 43-D, CHANDIGARH

Tender No. 1515 /G dated 08.09.2021

Tenders through E-tendering process are invited for providing Housekeeping services and for operation and maintenance of Air Conditioning Plant, Fire Fighting System, Tube Wells and Hydro-pneumatic System in Chandigarh Judicial Academy on prescribed tender form available at website <https://etenders.chd.nic.in/>. A complete set of request for proposal documents containing all terms & conditions can also be downloaded from the Academy website i.e. www.cja.gov.in. The last date for submission of offers is 04.10.2021 till 03:00 P.M.

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Director (Administration)
Chandigarh Judicial Academy



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**REQUEST FOR PROPOSAL
(RFP)**

FOR

CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES

AND

MAINTENANCE OF ELECTRO MECHANICAL SYSTEMS

INSTALLED IN THE

CHANDIGARH JUDICIAL ACADEMY

IMPORTANT INFORMATION

Tender No.	1515 /G dated08.09.2021
Availability of the RFP document	The RFP document can be downloaded from the website of the Academy i.e. www.cja.gov.in and https://etenders.chd.nic.in/ .
Amount of EMD to be deposited online	₹ 35,000/-
Services to be offered	Housekeeping services and for operation and maintenance of Air Conditioning Plant, Fire Fighting System, Tube Wells and Hydro-pneumatic System in Chandigarh Judicial Academy.
Minimum Validity of tender offer	120 days from the opening of the commercial bid or six months from the last date of submission of the bids, whichever is later.
Pre-Bid Meeting	On 13.09.2021 (11:00am) in Chandigarh Judicial Academy
Last date of submission of bids	Upto 04.10.2021 (05:00 PM) in Chandigarh Judicial Academy
Opening of pre-cum Technical Bid	On 05.10.2021 (10:00 AM)
Language of the bid	This bid should be filed in English language only

1. INTRODUCTION

The Chandigarh Judicial Academy is inviting proposals through e-tendering for the engagement of an agency for providing the Annual Contract for providing Housekeeping Services; and for operation and maintenance of Air Conditioning Plant, Fire Fighting System, Tube Wells and Hydro-pneumatic System in Chandigarh Judicial Academy.

2. SCOPE OF WORK

- a) The purpose of housekeeping is that the entire premises of Chandigarh Judicial Academy must always look neat and clean and the agency has to undertake all such jobs/activities required to maintain the Academy premises neat and clean.
- b) Mechanized cleaning services in Chandigarh Judicial Academy. The list of the scope of work is attached herewith as **Annexure-1**.
- c) The details of operation and maintenance of the entire electro mechanical system installed in the Chandigarh Judicial Academy are given in **Annexure-2**.
- d) The details of the tools required for Chandigarh Judicial Academy at **Annexure-3**.
- e) The details of the requirement of the cleaning material in the Chandigarh Judicial Academy are given in **Annexure-4**.
- f) The details of the wages are at **Annexure-5**.
- g) The detailed scope of work is given below.
- h) The initial period of contract would be 1 year and term can be extended as per the details given below of this document.

Site Inspection:

Before submission of the offer, the Bidders are advised to inspect the site of work, survey the areas along with the electromechanical systems included in the scope of works and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to site, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

Interested vendors can contact on any working day between 10.00 A.M. to 4.00 P.M. with prior intimation to the Maintenance Executive (Contact No.0172-6662449) to ascertain the nature and extent of services to be provided.

3. KEY ACTIVITIES

The schedule of activities for the purpose of RFP is outlined below:-

S.No.	Key activities	Date and Time
1	Pre bid meeting for firms who are interested in submission of proposal	at 11:00AM on 13 .09.2021.
2	Last date and time for submission of proposal	at 03:00 PM on 04.10.2021
3	Last date and time for submission of hard copies of technical bid at Chandigarh Judicial Academy	Till 5:00 PM on 09 .10.2021
3	Opening of pre-qualification and technical bid	at 10:00 AM on 05.10.2021
4	Opening of commercial bids	To be announced subsequently

Note:

- i. Chandigarh Judicial Academy shall not be responsible for any postal delay for non-receipt/non-delivery of the documents.
- ii. Any modification in the RFP document shall be made by Chandigarh Judicial Academy exclusively through the issuance of an Addendum/corrigendum on our website
- iii. If any of the days in the above said schedule falls on any Gazetted Holiday, then next working day will be treated as schedule for that activity.

4. ELIGIBILITY CRITERIA

General eligibility criteria:-

- A. The Bidder should have the capability to implement projects in terms of industry experience, requisite manpower of required qualification and experience, project/facility management skills and quality/level of work.
- B. The bidder should not have been blacklisted by any central/state government department/organization in the last three years. The bidder shall have to furnish an affidavit as under:-

- a. I/We hereby declare that
- b. I/We have not been black listed, Debarred/Suspended by any Government/Semi Government/Corporation/Private Organization during the last seven years And
- c. The undersigned hereby certify that there are no criminal proceedings pending/ongoing in any court of law regarding any project executed by me/us.
- d. In case the above information found false I/We are fully aware that the tender/contract will be rejected /cancelled by Academy and EMD shall be forfeited.

C. Minimum Eligibility criteria

- a) The bidder should be a single entity. The bidder may be proprietary firm/partnership firm/limited company/corporate body legally constituted which should possess the requisite license/registration, as per law, valid at least for 12 years prior to the date of opening the tender. Please upload/attach a copy of the same with the prequalification-cum-technical bid.
- b) Consortium is not allowed for participation in this bid.
- c) The bidder shall have at least 3 years work experience of providing Housekeeping and Electromechanical services preferably in an Institution of the kind, size and repute of the Chandigarh Judicial Academy in last five years. Please upload/attach a copy of the same with the prequalification-cum-technical bid.
- d) The authorities may like to have live demonstration of the work by the agency and shortlist the parties on the basis of the technical criteria, equipments, manpower and quality of material intended to be used, capability and suitability.
- e) The agency will have to submit the medical fitness certificate of its staff to the Academy within one month after allotment of contract.
- f) The Academy reserves the right to get the service done from any other agency/persons at the cost of the agency, if the services provided by the agency are not found satisfactory.
- g) The bidder must have a Service Tax registration number and PAN Number. Please upload/attach a copy of the same with the prequalification-cum-technical bid.
- h) The bidder must be a registered entity with EPF and ESI, wherever required as per law. Please upload/attach a copy of the said registration with the pre-qualification-cum-technical bid.
- i) The bidder (in case of company) should have ROC Registration and Articles of Association. Please upload/attach a copy of the registration certificate and Article of Association with the prequalification cum technical bid.

5. SCOPE OF WORKS AND RESPONSIBILITIES

- a. That the 'Agency' will be required to clean the Conference Room, Lounges, Office Rooms, Convention Hall, Museum, Library, Hostel Rooms/Suites, Auditorium including Generator Set area, Stores, Class Rooms, Common areas, Stairs, Ramps, Balconies, Basements, Bathrooms of all the floors along with roof terrace and façade of entire building, Security area, road/parking area, open drains, swimming pool, squash court, Dormitories, EPABX Room, Server Room, kitchen/dining area and surroundings at the prescribed intervals and any other items/equipments, fittings,

upholstery, furniture, dustbins, wooden planter fixtures including blinds, curtains, carpets, mats etc. and operation and maintenance of entire AC Plant, AHU Rooms, Fire Fighting System, Tube Wells, Hydro-pneumatic Systems and Electric Sub Stations of the Academy and all other premises, articles or equipments even if not specified herein and shall dispose of solid wastes outside the campus in accordance with the Municipal and other Laws applicable.

- b. The "Agency" would provide the tools as at **Annexure-3** required for the maintenance of the Electromechanical works.
- c. The 'Agency' would ensure proper cleanliness of roof tops/terraces of building and footpath inside the lawns daily.
- d. The 'Agency' would ensure cleaning of glass of whole Academy building. However, the cleaning of the glasses requiring technical staff and equipments would be done atleast once in a quarter.
- e. The glass cleaning may be done by any one of the prevalent/specialized methods like spider cleaning, rig cleaning, using platform/ scaffoldings etc. All safety measures as per industrial norms should be followed during cleaning. The glass cleaning work may be subcontracted to a specialist, if required, but the responsibility for the work will be entirely with the contractor. The cost of cleaning chemicals and equipment required for glass cleaning will be borne entirely by the contractor.
- f. The 'Agency' will provide sufficient quantity of chemicals required for the cleanliness of floor tiles, sanitary fittings and glasses etc., to their Executive/Supervisors and also to ensure that they will issue the same to each Safai Sewak in sufficient quantity daily before leaving the Academy to enable them to perform their duties on next working day timely. The 'Agency' would ensure that each of the Safai Sewak will have proper kits to enable him/her to perform duties properly and regularly.
- g. The service provider shall procure the required tools/equipment(Cycle Rehri, Sickle, Spade, Khurpa, Bushcutter, Iron ladder, Hedge shear, plastic step stool, Buckets/Dust Bins 40L)/machines(Air freshner, stone/tile polishing machines, Auto scrubber drier & Polisher, Floor Scruber, Toilet/Choke Pump, Gum shoes) for housekeeping within 7 days of issue of service order. The tools/equipment/machines brought by the service provider should always be in working conditions. The running and maintenance charges of procured tools/equipments/machines i.e. cost of fuel, battery, lubricants, replacements of parts etc. shall be borne by the service provider and nothing extra shall be payable.
- h. The allotted work to the 'Agency' also includes placing and changing of Bed Sheets, Pillow Covers, making of beds as per season, cleaning of buckets, wash basins, toilet seats, top showers and other items in toilets, replacing the air freshners, towels, soaps in bath rooms, dry and wet scrubbing of floor area of the entire building, dusting/cleaning of the windows, doors, almirahs, furniture/fans/tubes/electric fittings, sanitary fittings, glass panels and other appliances, subservient to the use of premises and removal of cobwebs.
- i. The 'Agency' will remove and plug defects and ensure satisfactory running of the system covered under this Agreement as required from time to time for proper upkeep of toilets/bathrooms. Without prejudice to the generality of the above, the 'Agency' shall carry out such other jobs as may be incidental to services and assigned to it by the 'Academy' from time to time without any delay.
- j. The 'Agency' would be responsible to ensure performance of the following works:
 - (i) Cleaning of corridors and Big Rooms will be performed with automatic floor cleaning/sweeping machines daily and it will also maintain registers thereof and entries thereof will be got signed from the Maintenance Officer of the Academy.
 - (ii) Cleaning and wet mopping of floors/officers chambers/rooms will be performed with speed mops.
 - (iii) Vaccum Cleaners will be used for cleaning the carpet areas, venetian blinds, chairs, sofas, curtains etc.
 - (iv) Glass cleaning will be done by using telescopic glass cleaning/any equivalent equipment.

- (v) Cleaning of wooden tile floors will be performed by Taski R 13 /any other reputed brand Cleaners and Speed Mops.
- (vi) Perform Pest Control Operation in all the rooms, reception/service areas, public areas, open areas, drains as frequently as required so that at no time rats, flies, lizards, mosquitoes, insects, pests etc. are seen.
- (vii) Provide naphthalene cakes in urinals regularly to keep the urinals fresh and bad smell free.
- (viii) The cleaning agent will be non-acidic and non-corrosive. It will not damage or diminish shine of all the fittings and fixtures.
- (ix) Maintenance of Proper registers/records for the jobs carried out on daily, weekly and monthly basis.
- (x) Dusting and polishing/brushing of Low high partitions, Glazed & Paneled partitions glass panes, venetian blinds, Door Mats, Tables, chairs, Workstations, conference rooms, Library, Visitors' rooms etc.
- (xi) Cleaning of baskets, bins, and disposing off all the collected refuse at designated site on daily basis(Two times daily and as and when required).
- (xii) Spraying room Fresheners / Air Fresheners daily at regular intervals.
- (xiii) Lifting, carrying and disposing the dead bird's animals, rats, insect's etc. if found in and around the office building.
- (xiv) Polishing of metal surfaces.
- (xv) Removal of beehives and cobwebs from the office buildings and its premises.
- (xvi) Maintenance & Polishing of Kota stone, granite, marble and ceramic tiles installed in Academy building. (Maintenance : Daily) (Polishing: Once in a 15 days).
- (xvii) Cleaning of the entire academy premises including roof tops, down water pipes, including all equipments/electrical appliances as necessary.
- (xviii) Continuous supervision, spot-checking and ensuring performance of all housekeeping staff.
- (xix) Checklists have to be maintained for Toilets and, general cleanliness etc. would be under administration of the supervisor. He would sign the checklist after random physical inspection of these areas
- (xx) The agency will have to maintain an inventory of 100% of all consumable items at all times.

k. The Agency will provide the following cleaning agents of the brands specified against each:-

Sr. No.	Description	Brand
1	Glass Cleaner	Colin, Mr. Clean
2	Bathroom cleaner/sanitizer/disinfectant	Lizol, Harpic, Doemex, Pineol
3	Floor Cleaner	Taski R2, MPC
4	Air Freshner	Odonil, Odofume
5	Hard Surface Cleaner	Taski R2/ Any other reputed brand
6	Sanitary Cubes	Odonil/ Any other reputed brand
7	Cleaner for water bodies/pool	Taski R9/ Any other reputed brand
8	Room Freshner	Ambi Pur/Premium/Airwick Fresh matic
9	Wooden/Tile Flooring	Taski R13/ Any other reputed brand

- l. The Agency will provide following machines with sufficient quantity of wire as at **Annexure 3.**
- m. Maintenance - Electromechanical services
 - Daily testing and keeping the generators in proper operating condition and keeping the daily records.

- Facilities regular servicing and maintenance of the electrical fittings and the fixture.
- Always keep the generator batteries charged and test them daily.
- Check all connection and contacts, Check the noise level/ oil level/ water level/ water temperature, foundation of nuts & bolts, whether all points are working, all the writings regularly, ingress of moisture, all end cover sealing, functions and connections of all indicators, fault trip/ over current/ over voltage/ short circuit functioning properly, the switches operation is free and proper, fight fixtures for fused lamps, wire and contracts for loose connection, .
- Monitoring the blower fan and its belt regularly.
- Maintaining the power panels, power points and light fixture.
- Attending to the faults properly.
- Switch on/off as per requirement.
- Preventive maintenance for all electric panels for lighting, power, Emergency lighting, MCCBs, main switches, fuses.
- Cleaning of all electrical contacts in main switches fuses and isolators, fans, fittings.
- Regular checking of BUS Bar and connection.
- Shutdown shall be arranged as and when required but with prior intimation.
- Maintenance log book at site for all the history.
- Maintain records and check periodically.
- Continuously monitor the parameters of various systems and utilities to determine the overall health of the systems working and test the same periodically.
- All complaints shall be attended promptly.
- Periodical check will be conducted to check the functionality of each of the equipment and water outlets.
- Alignment of Chiller and condenser pumps as and when required.
- The material required for day-to-day maintenance of electromechanical equipments will be supplied by the Academy after through verification and approval of the authority of Academy.

The Agency shall be duty bound to:-

- (i) Clean all Rooms/Suites/Class Rooms, including attached balconies, once a day before 9:00 AM and all common areas including stairs,
 - (ii) Clean bath rooms & corridors thrice a day- before 9:00 AM, 12.30 PM & 3.00 PM (the timings may be changed as per suitability of the user) at more frequent intervals. In case of non-compliance of the directions of the Academy, a penalty of Rs. 2000/- per day will be imposed on the service provider.
 - (iii) Clean all glass panes, chinaware, sanitary fittings etc. with standard cleaning agents periodically & dry thereafter so as to ensure that the gloss and shine does not fade or diminish;
 - (iv) Clean spotlessly all the articles in the rooms, bathrooms, toilets and in common areas and arrange neatly thereafter;
 - (v) Clear chocked floor traps, W.Cs and other outlets etc.;
 - (vi) Clear garbage, fallen leaves, dirt etc. in open areas such as parking lots, internal roads, etc. and the surroundings of the hostel once daily.
 - (vii) Clear terraces/roofs; Clean *jaalis*/nets of all the washrooms daily and keep the same on appropriate outlet.
 - (viii) Clean the Carpet laid in the Auditorium with the Vaccum Cleaner twice in a week.
- n. The contractor shall not sublet the contract the assigned work to any other agencies. In case the contractor does so, Academy may serve a notice in writing to the Contractor rescinding the contract whereupon the security deposit shall stand forfeited, without prejudice to other remedies against the contractor.
- o. The Agency would provide Vaccum Cleaner along with the Extension Boards with sufficient length of wire for proper cleanliness of carpet laid in the Auditorium.

- p. The 'Agency' shall maintain separate register of the employee deputed by it for the air-conditioning plant and the related systems and for the Electric Sub Station and the Register would be available for inspection to the representative of the Academy.
- q. The 'Agency' would ensure that its Manager will visit the 'Academy' on weekly basis specially for joint inspection with the Maintenance Officer of the 'Academy' or any other official authorized by Director (Admn) so that he may be apprised of cleanliness work. He will give monthly feedback to all the staff i.e. Executive, Supervisor and Housekeepers so that they would perform their duties properly and regularly.
- r. The 'Agency' would ensure that the deployment chart showing the names and area allocated to each Housekeeping Staff and Supervision thereof will be submitted to the Director(Admn) or any other official authorized by Director (Admn) daily before 9:30 a.m. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days.
- s. Personal bag & baggage of the contract personnel shall be liable for physical check-up both at the time of entry into the campus and while leaving at the security gate. Contractor shall ensure that its personnel shall not take any material, equipment, papers, plants, trees, wood etc. out of the premises of Chandigarh Judicial Academy. In the events of such cases, suitable action as per law shall be taken.
- t. The 'Agency' would pay the wages to their employees as per the notification of minimum rates by Deputy Commissioner, U.T., Chandigarh which shall alone be responsible for compliance of all Labour Legislations (as amended from time to time), Contract Labour (Regulation and Abolition) Act 1972, Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen Compensation Act, Employees Provident Fund/Miscellaneous Provisions Act 1954, Employee State Insurance Act 1948, Payment of Bonus Act 1965 and Payment of Gratuity Act 1972, Order and Notifications issued/made there under from time to time. It shall be sole responsibility and liability of the 'Agency' to defend any action or infringement of any statutory provision and to bear the cost of defending such actions.
- u. The Contractor shall take all Risk Insurance Policy to cover all his workmen, staff applicable under the Workmen's Compensation Act, 1923 or any amendment thereof, as also insurance cover for third party liability. The Contractor shall keep Academy indemnified from all liabilities arising out of his action in pursuance in this contract.
- v. The Contractor should ensure that his workmen are granted Holidays/Leave with wages as per applicable Act/Rules.
- w. It shall be the responsibility of the 'Agency' to deposit all taxes. if any leviable. The 'Agency' shall also provide photocopy of the challans to the 'Academy' showing deposit of EPF of its each and every employees account , ESI, Service Tax and any other Govt. levy along with its Bill on monthly basis. The 'Academy' shall not be liable in this regard and it shall be the sole responsibility of the 'Agency' to defend infringement of any statutory provisions and bear the cost of defending such actions.
- x. The 'Agency' will submit in writing to the Director (Admn.) by 22nd of every month that it has complied with all the statutory obligations i.e. EPF, ESI, Service Tax etc. for the preceding month.
- y. Produce documents showing compliance of laws applicable to the labor and manpower engaged by the Agency.
- z. The Contractor shall also be required to comply with the safety requirements and provide his workmen with safety equipment where necessary.

6. MANPOWER INVOLVEMENT

- a. The 'Agency' will engage its own labour and manpower to execute the work satisfactorily as per the terms of allotment/agreement. However the minimum workers deputed by the Agency would be as following:

Sr.	Staff Required	No. of Employees
House Keeping Staff		= 31 Nos.
1	Supervisor 2Male+1 female	3
2	Housekeeping Staff	24
	Housekeeping Staff(Semi-skilled)	4
Electro Mechanical Staff		= 19 Nos.
1	Supervisor	1
2	A C Techncian	3
3	Helper AC Technician	3
4	Electrician	3
5	Helper Electrician	3
6	Fire Hydrant Opertaor	3
7	Helper Fire Hydrant Operator/Fire Man	1
8.	General Technicians (General Shifts) (One AC Technician and One Electrician)	02
Total Required Staff		= 50(31+19) Nos.

Note:- With regard to the Reliever, he should be equally Skilled/qualified in his trade.

- b. The necessary qualification of the workers deputed by the agency should be as following:-

Category	Nos. of Persons	Minimum Qualification	Job Requirement
Housekeeping Supervisor (Male)	2	12 th pass and min. 2 years experience as H. Keeping Supervisor. (Out of 3 at least 1 should have knowledge of gardening.)	Supervising of all over the work of housekeeping staff (unskilled and semi skilled).
Housekeeping Supervisor (Female)	1		
Housekeeping Staff (Un-skilled)	26	Medically fit for housekeeping job.	Dusting/Sweeping/Cleaning
Housekeeping Staff (Semi skilled)	4	Knowledge of plantation	Planting and maintenance of Herbs, shrubs & plants.
Electromechanical Supervisor	1	Diploma/Degree holder in Electrical Engineering and min. 5 years experience in the relevant field.	To look after complete electromechanical works and to keep record of the same.
A.C. Technician	3	I.T.I certificate Holder in Refrigerator & Air conditioning and minimum of 2 years experience in the relevant field.	To upkeep all the Refrigeration and Air-Conditioning works and tube well, solar hot water system, hot water generator system and hydro-pneumatic system related works.
Helper A.C. Technician (Junior Technician)	3	Min. 10 th , Certificate course and having min. experience of 2 years in the relevant field.	To assist A.C. Technicians in their day-to-day working.
Electrician	3	Min. 12 th + I.T.I certificate Holder in Electrical and min. 2 years experience in the relevant field.	To upkeep all the electrical equipments of the Academy including D.G. Set with AMF panel and 11 kv sub-station and its panels.
Helper Electrician (Junior Technician)	3	Min. 10 th , Certificate course and having min. experience of 2 years in the relevant field.	To assist Electricians in their day-to-day working
Fire Hydrant Operator	3	Min. 12 th + Fireman course from recognized institute, I.T.I certificate	To look after Fire Hydrant System installed in the basement of the Academy

		Holder in fire engineering/ fire safety/fire fighting management and min. 2 years experience in the relevant field.	including routine minor repair and maintenance of the same.
Helper Fire Hydrant Operator/Fire man	1	Min. 10 th , Certificate course and having min. experience of 2 years in the relevant field.	To assist Fire Hydrant Operator in their day-to-day working.
General Technicians (General shifts) (One AC Technician and one electrician)	02	<ul style="list-style-type: none"> I.T.I certificate Holder in Refrigerator & Air conditioning and min. 2 years experience in the relevant field. 	Day to day routine repair maintenance works including servicing and minor repair works relating to trade of A.C and Electrical including servicing of FCU, CSU, AHU, 3 way valve, Ahuater, Fire Damper, Diffuser & electrical ducts and panels etc.
		<ul style="list-style-type: none"> Electrical in their relevant trade and min. 2 years experience in the relevant field. 	

- c. The deployment of the workers would be in shifts manner for all 24 hrs for 7 days of the week. The deployment of number of workers in each shift would be fixed in consultation with the Academy. The staff deployed by the contractor shall not take part in any staff union, association activities to avoid any obstruction in the functioning of the Academy.
- d. The 'Agency' will also provide suitable number of female workers for cleaning and sweeping of the rooms in occupation of female officers or such other areas as may be directed to be maintained by female staff. The agency should ensure that the personnel deployed at site is properly groomed and trained and carry out their duties effectively.
- e. The persons employed by the 'Agency' shall be under its overall control and supervision. There shall be a Supervisor to be engaged by the 'Agency' from its own source, who shall be liable for payment of their wages etc. and all other dues within the stipulated time which the 'Agency' is liable to pay under various regulations and other statutory provisions.
- f. The 'Agency' would ensure that each of the employee will perform his/her duty only during one shift in a day as per duty hours so fixed and no employee would be allowed to perform his/her duties again after providing 8 hours duty on a day in any case.
- g. Total headcount of the Housekeeping staff will be done at the end of the month and attendance of the Electromechanical staff will be done on daily basis for the payment of the bills.
- h. In case of any complaint against any member of staff deployed by the 'Agency', it shall immediately replace the person so deployed and the 'Agency' should take appropriate action against the defaulting officials/staff and convey the same to the Academy as and when any complaint regarding non performance of duty is reported either telephonically or in writing.
- i. The 'Agency' will ensure that the persons engaged shall not be below the age of 18 years and the persons so engaged shall be sound in health capable of performing their work as per instructions. They will join their duty after submission of medical fitness certificate.
- j. The functional control over the personnel deployed by the Agency will rest with this office and the disciplinary administrative/Technical control will be with the Agency.
- k. The workers will be screened by the contractor after police verification regarding their antecedents, character and conduct; and a copy of the reports shall also be submitted to the Academy. The employees of the 'Agency' should have no criminal police record against their names for at least 5 years preceding their employment at the 'Academy'.
- l. The wearing of uniform to be provided by the 'Agency' with the names plates by the employees of the 'Agency' during duty hours, is compulsory. The uniform shall be such as to have harmony with other staff in the 'Academy'.

- m. The contractor/outsourced agency will provide his employees with proper uniform of reasonable quality; with name-plate on the left front side of the uniform and designation of housekeeping staff/supervisor/Electrician/Fireman etc. pinned on the right hand front side and the contractor shall ensure that the employees including supervisors wear the same (with name plates), in a neat and tidy manner during duty hours failing which a penalty of Rs. 200/- per day per person will be payable/recoverable from the agency. The uniform shall be such as to have harmony with other staff in the 'Academy'.
- n. The Academy will not entertain any claim on account of weekly offs, Holidays of the employees. It shall be the responsibility of the Agency to provide suitable replacement without any additional charges.
- o. The list of workers deputed by the Agency including the name of the worker with complete particulars indicating name, age, home address, qualifications including one photograph along with the copies of identity cards and a certificate regarding medical fitness and having no criminal police record, as referred in the clauses, above would be submitted by the Agency within 15 days of allotment of the work and would also intimate as and when any change takes place.
- p. All necessary reports and other information shall be supplied immediately by the contractor as and when required by the Academy.
- q. In case any employee proceeds on long leave or suspended/ dismissed from services or leave the job, the temporary Identity Pass/ Card of such employee shall be withdrawn and shall be deposited with the issuing authority.
- r. The agency has to inform his mobile telephone and his supervisor/deployed workers to Maintenance Officer of this Academy in order to have effective and immediate communication.
- s. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
- t. The 'Agency' will dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. If the contractor wishes to replace any of the personnel, the same shall be done after prior consultation with Chandigarh Judicial Academy.
- u. The selected agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, chewing of pan smoking, loitering without work. The staff deployed should always be disciplined, properly dressed and be presentable all the time during duty.
- v. Agency shall ensure that the staff deployed by it does not wander here and there and due Discipline shall be maintained by the staff and they shall not hinder the working of other employees/staff. Agency staff will not entertain their visitors in the Chandigarh Judicial Academy premises.
- w. The contractor shall arrange to maintain the daily attendance record of the contract workers deployed by him showing their arrival and departure time. This attendance record will be submitted every month to the Chandigarh Judicial Academy along with the monthly bill. The attendance record shall be produced for verification on demand by the Academy at any other point of time.
- x. All the staff members should be punctual and arrive at least 15 minutes before start of their duty timing. Duty timings of housekeeping staff shift wise should be intimated to this academy personal and the timings of Electromechanical shifts should be:-
- A Shift = 06:00 AM to 2:00 PM
 - B Shift = 02:00 PM to 10:00 PM
 - C Shift = 10:00 PM to 6:00 AM
 - General Shift = 9:30 AM to 5:30 PM

7. MODE OF PAYMENT

- a) The 'Academy' will make payment subject to satisfactory performance of services as well as compliance of all the terms and conditions of the agreement.
- b) The payment will be processed on monthly basis after due verification. Payment of each month will be released within 15 days of close of each month through SBI Bank, Sector 43, District Court building, Chandigarh.
- c) The 'Agency' should be registered under GST and it will submit the GST challan along with the monthly bill.
- d) The 'Agency' should comply the statutory obligations like EPF/ESI/Service Tax/GST Tax.
- e) The 'Agency' will maintain its Bank Account with any nationalized bank in the Chandigarh and shall make payment of wages to the persons deployed by it in the Academy from the aforesaid Bank account. The 'Agency' shall furnish details of disbursement of salary to the Director (Administration) within 5 days of payment of that month. The 'Agency' will maintain attendance registers, individual's ledger/wage book, wage slip, publications of scale of wages and terms of appointment which shall be open for inspection to the representative of the Academy.
- f) The agency should pay the salary through RTGS/NEFT to the staff deployed by them. The Contractor shall also ensure that no amount by way of commission or otherwise is deducted & recovered from the wages of the employees.

8. COMPENSATION/PENALTY

- (A) In case of non-providing of services/inferior quality services, Academy reserves the right to levy penalty on the 'Agency' on following counts:-
 - a. Temporary Breakdown (Not exceeding two hours) of services: Rs.500/- per day. In case of complete or partial break down of service under this agreement exceeding two hours, the amount of Penalty may extend to Rs.10,000/- per day.
 - b. Guest complaints/inferior/poor quality of service:- Rs.200/- per day.
 - c. Shortage of staff- deduction of double wages per person per day as per the contract amount.
 - d. Non polishing and Non Buffing of floors as per the schedule- Rs.2.50/- per sq. ft.
 - e. Non-cleaning of the glasses requiring technical staff and equipments atleast once in a quarter: Rs. 50,000/- .
 - f. The amount of penalty imposed will be recovered from the monthly bills of the Agency.
- (B) The Agency shall be liable to bear the expenses for the breakage/theft, damage of articles, fixtures in the area under contract. Any theft or damage caused by the Contractor's employee shall be borne by the contractor and shall be made good at the earliest but not later than 30 days.
- (C) This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- (D) Any deviation in the material quality and quantity quoted will be subject to penalty payable to Chandigarh Judicial Academy. For proper maintenance, suitable cleaning material which are environmental friendly, not harmful to human and Academy property should be used. If the cleaning material as per RFP/contract is not received in Academy between 1-10th of every month, a compensation of Rs. 5,000/- will be recoverable from the bill of defaulting service providing agency.
- (E) The buildings of the Chandigarh Judicial Academy have very costly and intricate finishing on walls, ceiling and floors etc. No property of the Academy shall be tempered with. The service provider shall make necessary arrangements at his own cost to prevent any damages to the existing work due to any of his activities. In case of default, the damage as assessed by the authorized officer whose assessment shall be final and binding to the contractor, shall be payable by the contractor. In case the service provider fails to do so, it shall be done at his risk and cost with effect current market rate, deemed to be recoverable from respective bills.

9. BIDDING PROCESS

The tender forms can be downloaded from the website of the Academy www.cja.gov.in and <https://etenders.chd.nic.in/>.

Bid Submission

a) The tender documents shall be uploaded in 2 covers:-

- **Cover-1-** shall contain scanned copies of Earnest Money document and other documents as per condition mentioned below at point 9 (l. submission of bids) and checklist of the tender notice.
- **Cover-2-** Shall contain Financial Bid.

- b) Bidders are advised to study the tender Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the RFP document with full understanding of its implications. Bids not complying with all the given clauses in this RFP document are liable to be rejected. Failure to furnish all information required in the RFP Document or submission of a bid not substantially responsive to the RFP document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- c) All the bids must be valid for a period of 120 days from the opening of the commercial bid or six months from the last date of submission of the bids, whichever is later. If necessary, the Academy will seek extension in the bid validity period beyond 120 days.
- d) The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their E M D.
- e) The bidders shall have to submit their Bids Online in Electronic format with Digital signatures. For participation in the e-tendering process the Bidders need to register themselves on <http://etenders.chd.nic.in/>.
- f) The bid shall be uploaded in Electronic Format on the website <http://etenders.chd.nic.in/>. Scanned copies of Earnest Money Deposit and affidavit etc. be uploaded along with the Bid within prescribed time limit.
- g) The agency has to produce the original documents as and when asked for by the Chandigarh Judicial Academy. The failure of the Agency to furnish the said original documents will entail summary rejection of its tender.
- h) Submission of tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions.
- i) The rates of the entire work as detailed in Annexure-1 & Annexure-2 be mentioned in the bid. The Academy reserves the right to negotiate the rates as well as the terms and conditions as it may deem necessary before allotting the contract.
- j) Each of the Tender documents should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of Contract, General Specifications and Special Conditions etc., as laid down. Any tender with any of the documents not so signed may be rejected.
- k) The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected by the Academy.

1) SUBMISSION OF BIDS

- (i) Tenders without Digital Signatures will not be accepted by the Electronic Tendering System. The documents of technical bid is to be uploaded on the portal and the same copies should be submitted to the Chandigarh Judicial Academy in physical form and in case it has not been submitted in physical form it shall be rejected summarily.
- (ii) Before submission of on-line Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid failing which tender will be rejected summarily.
- (iii) It will be mandatory for all the Bidders to upload all the documents within prescribed time limit..
- (iv) The sealed technical bid in physical form should reach in “The office of Director(Administration), Chandigarh Judicial Academy, Sector 43, Chandigarh -160022” on **09.10.2021 till 5:00PM**.
- (v) The Chandigarh Judicial Academy will not be responsible for any delay in on-line submission of the Bids due to any reason whatsoever.
- (vi) The details of EMD specified in the Tender documents should be the same as submitted on-line (scanned copies) otherwise tender will be rejected summarily.
- (vii) Corrigendum issued if any before the receipt of on line bid will be available on the Academy website (www.cja.gov.in) only. It will be the responsibility of the contractor to make amendments in its bid accordingly.
- (viii) The bidder should submit his valid email-id in the undertaking for further correspondence regarding the tender.
- (ix) The bid submitted shall become invalid and rejected if:
 - The bidder is found ineligible on account of the following:
 - ❖ The bidder does not upload all the documents (including service Tax registration/VAT registration/Sales Tax registration) as stipulated in the bid documents.
 - ❖ If any discrepancy is noticed in the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidders in the office of tender opening authority.
 - ❖ Filling all the fields in both technical and financial bids is mandatory. Incomplete bid will summarily be rejected at the discretion of the Academy.
 - ❖ The details of EMD specified in the Tender documents should be same as submitted online(scanned copies) otherwise tender will be rejected summarily.
- (x) List of documents to be scanned and uploaded within the period of bid submission:-
 - ❖ Affidavit of blacklisting as per condition B of “Eligibility Criteria”.
 - ❖ Certificate of Valid Registration for GST/ST/VAT and acknowledgement of up to date filed return if required.
 - ❖ Undertaking regarding engagement of agency for providing annual contract of Housekeeping and Electromechanical services for Chandigarh Judicial Academy.
 - ❖ Signed and Stamped Performa 1, Particulars of Bidders, Experience details of the tender document.
 - ❖ Signed and Stamped Copies of the documents as mentioned in the Checklist of the tender document.

- m) Scanned copies of all the documents required for the tender be prepared in accordance with the procedures enumerated in the RFP and should be uploaded on the portal <http://etenders.chd.nic.in/> on or before 03:00 PM on **04.10.2021**.
- n) Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Academy. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- o) For any clarification on the Bidding Document and terms and condition, a pre bid meeting will be held with the interested firms. Prospective bidders may also be requested to submit their points for clarification during the pre-bid meeting or they may send the mail to the e- mail id (admn@cja.gov.in) before the date of pre-bid meeting.

10. EARNEST MONEY DEPOSIT

- a) The bidder will pay Earnest Money Deposit amounting to **Rs. 35,000/-** through online mode at the time of submitting the bidding documents on the portal.
- b) **Forfeiture of Earnest Money Deposit/Security Deposit**
The Earnest Money Deposit can be forfeited if a Bidder
 - a. Withdraws its bid during the period of bid validity,
 - b. Does not accept the correction of errors,
 - c. In case the successful Bidder fails to sign the contract within the stipulated time or
 - d. In case the bidder fails to accept the Letter of Intent within the stipulated time.

11. LAST DATE FOR SUBMISSION OF BIDS

- (a) Bids, complete in all respects, must be uploaded on the e-tendering portal by the due date and time as mentioned above in this RFP
- (b) The Academy may, at its own discretion, extend the date for submission of bids. In such a case all rights and obligations of Chandigarh Judicial Academy and the Bidders shall be applicable to the extended time frame.
- (c) At any time, prior to the last date for receipt of bids, the Academy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Document by an amendment. The amendment will be notified on website www.cja.gov.in and should be taken into consideration by the prospective bidders while preparing their bids.
- (d) In order to give prospective bidders reasonable time to take the amendment into account in preparing their bids, this Academy may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval may result in forfeiture of Bidder's EMD.
- (e) The bidders will bear all costs associated with the preparation and submission of their bids. This Academy will, in no case, be responsible or liable for those costs, regardless of the outcome of the empanelment process.

12. OPENING OF BIDS

Pre Qualification cum Technical Bid

- a. Technical bid will be opened on **05.10.2021** at 10 AM.
- b. The bids will then be passed on to a duly competent authority for further evaluation.

13. EVALUATION OF THE BIDS

- a. The Pre qualification cum technical bids will be evaluated by a tender committee. The first process for the committee is to examine the eligibility of the bidders as per the eligibility criteria. Bids not satisfying the eligibility criteria, will be rejected. However, the committee reserves the right to call for additional information from the bidders to fully establish their eligibility. Such information should be submitted within the timeframe set aside by the competent authority otherwise the bid may not be considered for further evaluation.
- b. Subsequently, the competent authority would examine the technical details and may ask for additional information and may call the eligible bidders for a presentation of the projects handled by them and quoted in their bids. The time limit, in which the bidders have to submit the additional information or present their projects, will be decided by the competent authority and its decision will be final in this regard. The bidders shall also assist the competent authority in getting relevant information from the bidders' references. Bidders failing to adhere to the specified time limit will not be considered for further evaluation.
- c. The competent authority may also ask the bidders to give a demonstration of the proposed work, which would form a part of evaluation.

FINANCIAL BIDS

- a. Financial bids of the qualified bidders shall be opened on a date and time duly notified on the website of the Academy.
- b. The negotiation shall be carried out by a competent authority.
- c. The competent authority reserves the right to award the work in part or whole of the bids at individual costs quoted in the commercial bids.

14. AWARD OF CONTRACT

- a. Letter of intent shall be issued to the successful bidder by this Academy. The successful bidder shall accept the said letter of intent within 15 days from the date of the issue of the said letter of Intent and will communicate the acceptance to the Academy.
- d. Award of contract shall be subject to the decision of the Hon'ble Board of Governors, Chandigarh Judicial Academy which shall be final and binding.
- e. The successful bidder will submit a Performance security deposit of 3% of the total annual value of the contract/work order from a scheduled commercial bank for entire duration of the contract period in the form of demand draft in favour Chandigarh Judicial Academy, Chandigarh. The said security deposit shall be submitted alongwith the acceptance of the Letter of Intent issued by the Academy.
- b. The successful bidder will also sign an agreement with the Academy within 15 days of the submission of acceptance of the Letter of Intent. However, the stipulated period of signing of the contract can be mutually extended further by the Academy and the successful bidder. In case the agreement is not signed by the successful bidder, the offer shall be treated as withdrawn and the EMD shall be forfeited.
- c. The engagement will be for an initial period of 1 year from the date of signing the contract. The Academy reserves the right to extend the period of contract by further period of one year on year to year basis on mutually negotiated rates, subject to satisfactory performance of services and compliance of all terms and conditions of the agreement.
- d. The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.
- e. The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions by the bidder will entail termination of the contract without prejudice to the rights of the Chandigarh Judicial Academy. In addition, Chandigarh Judicial Academy shall be free to forfeit the EMD/bank guarantee and get the assigned work done from alternate sources at the risk and cost of the defaulting bidder.

15. INDEMNITY

- a. The successful bidder will indemnify Chandigarh Judicial Academy of all legal obligations of its professionals deployed for the said project.
- b. The Chandigarh Judicial Academy also stands absolved of any liability on account of death or injury sustained by the manpower and the workers deputed by the Agency during the performance of the work and also for any damages or compensation due to any dispute between the Agency and its workers.

16. TERMINATION OF CONTRACT

- a. The Chandigarh Judicial Academy may at any time terminate the work order contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.
- b. For continuously providing inferior quality of services, the 'Academy' reserves the right to cancel the contract. In this eventuality, the security deposit will be forfeited.
- c. In case a penalty is imposed for more than 5 times on the 'Agency' on account of any one of the deficiencies in services as agreed to be done, the contract would automatically stand terminated and security forfeited.
- d. If the agency, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from Chandigarh Judicial Academy. The Chandigarh Judicial Academy may terminate the contract / work order in whole or in part.
- e. In case of temporary break-down of service by the Agency, before the termination of the contract, the Director (Admn) reserves the right to get the urgent and routine essential works done from other agencies/persons at the cost of the Agency.
- f. The Chandigarh Judicial Academy may transfer upon such terms and in such manner, as it deems appropriate for work order for similar support service to other agency and the defaulting agency will be liable to compensate the Academy for any extra expenditure involved towards support service to complete the scope of work totally.
- g. If the contractor wants to exit from the contract, he may terminate the contract by giving Three months notice in writing.
- h. Academy reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the applicant is found incorrect at a later stage, the firm/contractor shall be liable to be debarred for future tendering in the Academy.
- i. Further "Corrigendum" or "Addendum" (if any) shall be issued on Academy's website only and prospective Bidders have to keep checking our website for any additional instructions/ Addendum, if any till 48 hours of tender submission time. Bidders who quote tender without attaching tender or the addendum if any will be rejected.
- j. Academy reserves the right to select/reject one or more bidders. The Academy does not bind itself to accept the lowest or any tender and reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reasons whatsoever.
- k. Conditional tenders are liable to be rejected. Dispute, if any, will be subject to Chandigarh jurisdiction only
- l. Further Chandigarh Judicial Academy shall also have the unfettered right to repudiate and rescind the Contract if there is any breach of the Contract by the Successful Bidder including but not limited to the occurrence of any of the following events or contingencies:-
 - i. Performance Bank Guarantee not submitted within the stipulated time as mentioned in the RFP

- ii. Bank guarantee not renewed as mentioned in the RFP
- iii. Default achieving milestones affecting the overall time schedule
- m. While all efforts have been taken to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

17. ARBITRATION

All disputes or differences, including the claims for damages and compensation whatsoever, arising between the parties, out of or relating to this agreement or the breach thereof shall be settled amicably. In case the dispute is not amicably settled then the dispute would be referred to the Arbitrator suggested by the Hon'ble President, Board of Governors of Chandigarh Judicial Academy. The law relating to arbitration shall apply to the arbitration proceedings. The venue for the arbitration proceedings shall be Chandigarh and Courts at Chandigarh shall have exclusive jurisdiction.

ANNEXURE-1

SPECIFICATION OF MECHANISED CLEANING SERVICES REQUIRED AT
CHANDIGARH JUDICIAL ACADEMY.

Sr. No.	Description	Auditorium & Library Block	Academic Block	Hostel Block	Total Area	Frequency of cleaning services required.
1	<p>Long Corridors, Lounges, front of lifts, staircases, waiting area, pathways of connecting passages, Terraces etc.</p> <p>Ground Floor First Floor Second Floor Third Floor Fourth Floor</p>	21034 Sq. ft. 6560 Sq. ft.	13622 Sq. ft. 8880 Sq. ft. 10319 Sq. ft. 10208 Sq. ft. 8217 Sq. ft.	13243 Sq. ft. 12372 Sq. ft. 23988 Sq. ft. 8033 Sq. ft. ---	<p>47899 Sq. ft.</p> <p>27812 Sq. ft.</p> <p>34307 Sq. ft.</p> <p>18241 Sq. ft.</p> <p>8217 Sq. ft.</p>	The cleaning of the area should be spic and span and hygienically cleaned. Scrubbing, polishing, Vacuum cleaning of carpets, mats, blinds, curtains etc. fortnightly
2.	General Toilets (Ladies and Gents & for Handicapped persons)	1256 Sq. ft.	4365 Sq. ft.	1726 Sq. ft.	7347 Sq. ft.	Should always be kept spotlessly and hygienically cleaned.
3.	Auditorium through Vacuum cleaning of carpet, seats, green room, floor, dias & stage etc.	6313 Sq. ft.	---	----	6313 Sq. ft.	Once before and after any function otherwise once a week.
4.	Gymnasium Hall, Squash Court & Swimming Pool area			8800 Sq. ft.	8800 Sq. ft.	Should be kept clean before and after the use. otherwise daily.
5.	Hostel Rooms, Suites, Warden Rooms & other rooms with attached Bathrooms.			34647 Sq. ft.	34647 Sq. ft.	Should be kept clean daily.
6.	Dining Hall, Kitchen & Surrounding Areas, Indoor Games, Common Rooms, Canteen, Visitor's Lounges etc.			5119 Sq. ft.	5119 Sq. ft.	Should be kept clean.

ANNEXURE-2**OPERATION AND MAINTENANCE OF ELECTRO-MECHANICAL SYSTEM DETAIL**

	Scope of work	Total equipments
1	Maintenance and operation of entire electro mechanical system installed in the Chandigarh Judicial Academy including AC plant, Fire Fighting System, Tube well, Hydro- pneumatics system and Electric sub station etc	<p>AC Chiller Machine 500TR-2 Nos.</p> <ul style="list-style-type: none"> (i) Hot water Generator system-2 (ii) Condessor Pump -3 (iii) Chiller Pump-3 (iv) Cooling tower-2 (v) AHU Unit-24 (vi) CSU-25 (vii) FCU-134 <p>Fire Fighting System-1 Nos.</p> <ul style="list-style-type: none"> 1) Jockey pump-1 2) Main pump-1 3) Fire Diesel Engine-1 4) Fire Hydrant-1 <p>Electrical Sub Station-1 Nos.</p> <ul style="list-style-type: none"> 1) VCB-4 2) Transformer-3 3) Electrical Penal-10 4) Tube well-1 <p>Pneumatics System-1 Nos.</p> <ul style="list-style-type: none"> 1) Underground tank-1 2) Underground fire tank-1 3) Chiller tank-1 4) Terrace drinking water tank-10 5) Terrace fire tank-6 6) Water drinking motors-3

NOTE: The Agency shall be liable to bear for the breakage/theft, damage of articles, fixtures in the area under contract.

To

The Director (Admn.)
Chandigarh Judicial Academy
Chandigarh.

Subject: Engagement of agency for providing annual contract of Housekeeping and Electromechanical services for Chandigarh Judicial Academy.

Dear Sir,

1. We, M/s _____ having read and examined in detail the specifications, requirements and other conditions as mentioned in the RFP do hereby propose to act as agency for providing housekeeping and Electromechanical services for Chandigarh Judicial Academy.
2. **PRICE AND VALIDITY**
All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 120 days from the opening of the commercial bid or six months from the last date of submission of the RFP, whichever is later. We agree to extend that period.
3. **EARNEST MONEY**
We have enclosed the earnest money in the form of Bank Draft amounting to Rs. _____ (Rs. _____ only) in favour of Chandigarh Judicial Academy, Chandigarh. It is liable to be forfeited in accordance with the provisions of RFP document.
4. **ASSURANCE**
We declare that all the services shall be performed strictly in accordance with the technical specifications and other terms and conditions covered in RFP document.
5. **QUALIFYING DATA**
We confirm having submitted the qualifying data as required by you in you RFP 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.
6. We hereby declare that in case the contract is awarded to us, we shall submit the demand draft as per terms of RFP document.
7. 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. We further declare that we have read the provisions of this RFP and confirmed that these are acceptable to us.
8. Bid submitted by us is properly prepared and sealed so as to prevent any subsequent alteration and replacement.
9. We understand that you are not bound to accept the lowest or any bid by you.

Thanking you.

Yours faithfully,

Date:

(Authorized Signatory)

Place:

Name:

Business Address:

Designation:

Seal of the company.

PERFORMA 1**PRE-QUALIFICATION-CUM-TECHNICAL BID PROFORMA**

To

The Director (Admn.)
Chandigarh Judicial Academy,
Chandigarh.

We M/s _____ offer to undertake to act as agency for providing Housekeeping and Electromechanical services for Chandigarh Judicial Academy as per the terms and conditions mentioned in RPF documents uploaded on the website of Chandigarh Judicial Academy. The pre-qualification and technical bid is submitted is enclosed herewith.

Signature of the Tenderer

Name

Address

Particulars of Bidders

(To be enclosed with pre qualification cum technical bid)

Bidder's Proposal		
Reference No. and Date		
Bidder Name and Address		
	Tel No.	Fax No.
	mobile number	
Bidder Correspondence address		
	Tel No.	Fax No.
	mobile number	
Name of the contact person		
Designation		
Telephone No. (S)		
Fax No. (s)		
Mobile No.		
Email ID (FOR FURTHER COMMUNICATION)		

(All the Fields Are Compulsory, if space provided is insufficient, a separate sheet may be attached)

EXPERIENCE DETAILS

(To be enclosed with pre qualification cum technical bid)

1	Name of the bidder			
2	Address of the Bidder			
		Tel	Fax	
3	Year of Establishment <u>(Read clause 4 C(a) of the tender document)</u>			
4	Bidder's Legal Status i.e. Proprietorship Firm/Private Limited Company/Limited Company etc.			
5	List of the documents regarding the legal status of the bidder.			
6	Name, Designation and address of the officer to whom all references shall be made regarding this RFP			
		Tel	Fax	
		Fax	Email	
7	Detail of Draft for Earnest money deposit	Draft No.		
		Bank Name		
8	Detail of ISO 9001 Certification			
9	GST registration no and date of issue			
10	Pan No. of the bidding company			
11	Registration no. of EPF and date of issue			
12	Registration no. of ESI and date of issue			
13	ROC registration.			
14	Whether any contract with the agency has been terminated before term in the previous 5 years	1. 2. 3.		
15	<u>Self Attested copy of experience certificate/certificates issued by the competent authority for the satisfactory housekeeping work to Central/State Government/PSU in previous five years. The summary of that can be tabulated in the given format in chronological order</u>			
Sr. No.	Details of the Client along with address, telephone and FAX Numbers	Amount of Contract (in ₹)	Experience certificate for the period	
			From	To
A				
B				
C				

D				
E				
16	<u>Details of the present contract with Govt./Semi Govt. Undertakings</u>			
Sr. No.	Details of the Client along with address, telephone and FAX Numbers	Amount of Contract (in ₹)	Experience certificate for the period	
			From	To
A				
B				
C				
D				
E				

(All the Fields Are Compulsory, if space provided is insufficient, a separate sheet may be attached)

Signature of the Witness

Name

Address

Signature of the Tenderer

Name

Address

Annexure 3.

SR. NO.	TOOLS FOR ELECTRICAL AND OTHER TRADE	QTY.
1	Plier Make PYE	4 NOS.
2	Screw Driver Big (Double side) Make PYE	4 NOS.
3	Screw Driver set box type Make PYE	4 NOS.
4	Clamp Meter /Amp Meter (Make - Mech, model - 36Auto)	02 NOS.
5	Goti Set Complete (Big and Small) Make Taparia	02 EACH
6	Ring Spanner Set (make -Taparia)	2 SET
7	Open and Spanner Set (make -Taparia)	2 SET
8	Slide Wrench (Different 04 Size)	01 EACH
9	Pipe Wrench (Different 04 size)	01 EACH
10	Elec. Blower(Make - Black Decker)	2 NOS.
11	Alen Key Set m.m/inch (Each) Make Taparia	2 Box
12	Testing Lamp and holder	05 SET
13	Temperature meter	02 NOS.
14	Screw Driver Big (Make PYE)	03 NOS.
15	Hacksaw Frame with blade	2 set+10 Blade
16	Drill Machine with bit (small) (Make Dewalt)	2 set
17	Drill Machine with bit 4,6,8,10,20 (Make Dewalt) (Heavy duty)	01 set
18	Water presser type pump (make -dewalt, Black Decker) Complete set	01 no.
19	Vaccum Cleaner (Dewalt DC500-QW 300 Watts)	01 no.
20	Iron Drill bit box	1 Box
21	Line Tester Make PYE	10 NOS.
22	Hammer Big and Small	02 Each
23	PVC Hammer Big and small	02 Each
24	Chisel different size	3 NOS.
25	Soldering iron solder wire with flux	1 set
26	File (Flat)	3 NOS.
27	Noze Plier	3 NOS.
28	Paint Brush 4,6 inch	3 each
29	Umbrella	4 NOS.
30	Duster /Cloths (monthly)	20 PCS.
31	Hot gun	1 NO.
32	Wire cuter	03 NOS.
33	Work Ladder (Aluminum) 5 and 6 feet (Self Support)	02 Each
34	Work Ladder (Aluminum) 22 feet (Self Support)	01 no.
35	Extension Board Minimum 3 socket(6AMP.2QTY. AND POWER 20AMP.), 20 miter wire 3 core 2.5 mm	2 set
36	Torch (Charging type)	03 NOS.
37	Torch (With cell)	1 NO.
38	Tool bag	05 NOS.
39	INCH. TAPE (BIG AND SMALL)	01 EACH
40	LOCK OPENER (ring type lock)	1 NO.

41	LOCK CLOSER (ring type lock)	1 NO.
42	First Aid Box	01 no.
43	Bench Vice	01 no.

Sr No	Air - Conditioning Tools	Qty.
1	Flearing Tool	02 Set
2	Tube Cutter	02 No.
3	Cylinder Key for N2 cylinder	02 nos.
4	Gauge	02 nos. low and 02 nos. high
5	Gauge manifold	01 set
6	Gas Charging Line (R-22)	03 Nos.
7	Gas Charging Line (R-410a)	02 Nos.
8	Adapter (one N2 and one R410)	02 Nos.
9	Goti set (Taparia) (Small)	01 Set
10	Screw Driver (Two Side)	03 No.
11	Slide wrench (Different size)	03 Nos.
12	Batti Set	01 No.
13	Brazing Rode	01 KG
14	Flux	200 Gm.
15	Open and Spaner Set	01 set
16	Spanner set	01 set
17	File Round Type (different size)	03 Nos.
18	File State /flat Type (Different size)	03 Nos.
19	Plair (Taparia)	02 No.
20	Temperature meter	02 No.
21	Temperature Gun	01 No.
22	Clamp Meter /Amp Meter (Make - Mech, model - 36Auto)	01 No.
23	Bender 1/2 Inch.	01 No.
24	Vacuum Pump (Single stage)	01 No.
25	Pin Valve (1/4 Inch.)	10 Nos.
26	Small Inverter Welding set with all accessories	01 No.
27	Mini Air-compressor with all accessories	01 No.
28	First Aid Box	01 No.
29	Water Pipe Rubber (make - Dunlop)	01 Roll
30	Ac Service Jacket	02 No.
31	Tool kit Bag	02 nos.
32	Torch	01 No.
33	Tape Measure	01 No.
34	level Measure	01 no.

contd.....

Sr No	Tools for Fire Hydrant System	Qty.
1	Triple Purpose Branch	3
2	Fire Suite	3
3	Sealing Hook	4
4	First Aid Box	2
5	Safety Gum Boot	4
6	Safety Mask	6
7	Safety Goggles	6
8	Fire Man AX	3
9	Brasso	02 Bottle
10	Touch	1

Apart from the above items the Agency will be liable to provide such items as per the requirement at site from time to time.

Annexure 4

Housekeeping Material/Equipment to be provided at Academy premise

Cleaning Materials requirement for one Month

(Fixed Component of Financial Bid valid for throughout the period of contract)

Sr. No.	Description of Item	Unit	Make/Brand	Monthly Requirement (Approx.)
1	Pocha/Floor Duster (Big size)	Each	Local brand	48
2	Micro fiber Dusters	Each	Taski/of brand reputed	12
3	Dish Washer	750 ml	Vim/Pril	15
4	Hit Spray (Black & Red)	Each	Hit	12
5	Room Freshener	Each	Ambi Pur/Premium/ Airwick Fresh matic/Odonil	25
6	Air Freshener	Each	Odonil	60
7	Toilet cleaning Liquid	l (500)	Harpic	72
8	Urinal Cubes	Pks.	A-1	20
9	Toilet Brushes (WC)	Nos.	Taski/reputed brand	7
10	Domex/Lizol	300 ml	Domex/Lizol	20
11	Floor Wiper (Big)	Nos.	Taski/gala/reputed brand	3
12	Soft Brooms	Nos.	Local brand	10
13	Hard Broom	Nos.	Local brand	10
14	Hard Broom with Bamboo	Nos.	Local brand	5
15	Phenyl concentrate	Ltrs	Of brand reputed	15
16	Glass Cleaner	500 ml	Colin	24
17	Garbage Bag Big/Small	Kg	Local brand	5
18	Feather Brush	Nos.	Local brand	6
19	Hand Glove	Pairs	Of brand reputed	12
20	Dust Pans	Nos.	Local brand	5
21	Naphthalene Balls	Kg.	of brand reputed	3
22	Scotch Brite Pads	Nos.	Scotch Brite	48
23	Dust Control Mop	Set	of brand reputed	5
24	Dust Control Mop Refill	Nos.	of brand reputed	10
25	Bucket (Plastic) 15 Ltrs	Nos.	of brand reputed	5
26	Mugs (Plastic)	Nos.	of brand reputed	3
27	R-2 (Floor Cleaner/Multi)	Ltr.	Taski	20

28	R-4 (Wooden Polish)	Ltr.	Taski	5
29	R-7 (machine chemical)	Ltr.	Taski	5
30	R-9 (Hard surface cleaner)	Ltr.	Taski	5
31	D-7 (Steel Polish)	Ltr.	Taski	5
32	Kota Stone (Tile Polish)	Ltr.	Taski/Waxpol/WaveX	2
33	Airwic Refill	Nos.	Ambi Pur/Premium/ Airwick Fresh matic/Odonil	6
34	Hand Duster (Check)	Nos.	Local brand	84
35	Hand Towel	Nos.	Local brand	12
36	Rat Pad	Nos.	Of reputed brand	36
37	Red Pad	Nos.	Of reputed brand	1
38	Surgical Gloves	Pkt	Of reputed brand	1
39	Wet Mop Refill	Nos	Local brand	5
40	Wet Mop Set	Set	Local brand	5
41	Wiper Medium	Nos.	Of reputed brand	5
42	Steel Wool	Nos.	Of reputed brand	10
43	Copper Polish	Nos.	Brasso (As per requirement)	1
44	Soap Dispenser	Nos.	Local brand	5
45	Radar (Pesticide) for pest control	ML	Of reputed brand	0.5
46	Any other material required but not specified in the tender			

CHECKLIST

1.	Letter of submission of tender	
2.	Tender documents with all pages duly signed and embossed with official seal	
3	Demand Draft for Rs. 35,000/- towards Earnest Money Deposit (Scanned copy of the proof to be uploaded with the technical Bid)	
4	Copy of Legal Certificates	
5	Copy of PAN Card	
6	Copy of GST Registration	
7	Copy of EPFO Registration	
8	Copy of ESIC Registration	
9	Copy of Labour License	
10	Copy of Company/Firm's Registration/ Article of Association	
11	Copy of partnership deed/proprietorship (if any)	
12	ISO Certificate details	
13	Undertaking to the effect that the tenderer has not ever been blacklisted any Central/State Government organization/Autonomous Body/Statutory Body/PSU or its contract has been terminated on account of poor performance	
14	Duly filled Technical Bid Performa	
15	Bank Solvency Certificate enclosed	
16	Experience Certificates	
17	Any other document(s), please specify	

(Annexure 5)											
FINANCIAL BID											
Sr. No.	Particulars	Housekeeping Staff	Supervisor (Housekeeping)	Supervisor (Technical)	AC Technician	Helper AC Technician	Electrician	Helper Electrician	Fire Hydrant Operator	Helper Fire Hydrant Operator/Fireman	Total
1	Basic(As per minimum Wages Act)(DC Rates)	16053	23393	30189	18928	18058	23393	18058	23393	21026	192491
2	Bonus (8.33% of MW)	WILL BE BILLED AND PAID QUARTERLY BELOW Rs. 21,000/-									
	TOTAL	16053	23393	30189	18928	18058	23393	18058	23393	21026	
3	ESI @3.25% (BELOW ₹ 21,000)	522	0	0	615	587	0	587	0	0	
4	EPF @12%	1926	2807	3623	2271	2167	2807	2167	2807	2523	
5	EPF@1% (Admn. Charges)	161	234	302	189	181	234	181	234	210	
6	Total Per month/ Per Person	18662	26434	34114	22003	20993	26434	20993	26434	23759	
	Total Manpower Required	28	3	1	4	3	4	3	3	1	50
	Reliever Charges @16.67%	3110	4406	5686	3667	3499	4406	3499	4406	3960	36639
	Total Manpower Cost	609616	92520	39800	102680	73476	123360	73476	92520	27719	1235167
	Total										1235167
VARIABLE FIELDS											
Cleaning Material & Consumable								(Total of Annexure 4)			
Glass Cleaning, Repair & Maintenance of tools, Cleaning Machines Rental, Uniform Cost, E &M Tools Rental								(Lumpsum)			
Service Charges								(MENTION % AND AMOUNT ALSO)			
Total											
GST@18%											
GRAND TOTAL											