

TELECOM DISPUTES SETTLEMENT & APPELLATE TRIBUNAL
HOTEL SAMRAT, KAUTILYA MARG, CHANAKYA PURI,
NEW DELHI-110021
(Government of India)

Tel. No. 011-24104702
Fax NO. 011-24122218

BID DOCUMENT

FOR

CLEANING AND SWEEPING WORKS
AT TDSAT OFFICE
(To be opened on 10 August 2010)

NOTICE INVITING TENDER

Director (Administration and Accounts) TDSAT on behalf of “Telecom Disputes Settlement & Appellate Tribunal” invites wax sealed tender for Housekeeping work in offices of TDSAT at Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021.

For details please log on to “<http://www.tdsat.nic.in>”

(G. Chatterjee)
Director

SECTION-I

GENERAL INSTRUCTION TO THE BIDDERS.

1. The tender should be placed in a wax sealed cover super scribing on the envelope “TENDER FOR SERVICE OF HOUSE KEEPING AT TDSAT OFFICE AT HOTEL SAMRAT, KAUTILYA MARG, CHANAKYAPURI, NEW DELHI-110021. ” and should be addressed to Director (Administration and Accounts) Room No 478, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021.
2. Tender forms are not transferable.
3. Tenderers are advised to inspect the site to obtain first hand observation before submitting their offer.
4. Tenderer should be in business of Maintenance/service of house keeping at least for last 2 years. Documents in support of this claim will have to be produced for verification.
5. The tenders will be accepted till 1500 Hrs on 9 August 2010 and will be opened on next working day i.e. 10th August 2010 at 1430 hrs in Room No. 478, Hotel Samrat, New Delhi.
6. In the event the last day for submission of the tender and opening day happens to be a holiday by way of any reasons, the last day of submission of tender and the opening day will be the next working day.
7. All the outstation tenders should be sent by registered post or courier service so as to reach this office before 1500 Hrs on 9 August 2010.
8. The tenders received after 1500 Hrs on 9 August 2010 will not be considered and TDSAT will not be responsible for any delay in receiving the tenders sent through registered post or courier service even though they would have been posted earlier.
9. The tenders will be opened by the undersigned or by any person empowered by the undersigned in the presence of any intending tenderer who may be present at the time of opening of the tenders.
10. The tenderer should quote the rate in both figures and words, legibly in English such a way as to give no scope for misinterpretation. If there is a discrepancy between words and figures, the amount in words shall prevail. If the tenderer does not accept the correction of the errors, his bid shall be rejected.
11. Incomplete form or Tender form not accompanied by bid security or unsealed tenders will be summarily rejected.

12. The contractor will be responsible to compensate for any loss or damage or theft caused by his staff while rendering the said services by adjustment from monthly bill.

13. The contractor has to employ his own cleaner for the purpose of satisfactory execution of the work entrusted to him on payment of monthly bills and on terms and service condition. As per the laws of Central / State / Local Government applicable from time to time.

14. There will be penal deduction of an amount from monthly bills for the number of days for which the cleaning work is not done satisfactorily or the number of days for which there is no cleaning.

15. The contractor will be responsible for the payment to his staff employed for carrying out the said work and this office shall in no event be liable or responsible for any such payment.

16. In case of any complaint either as regard the nature of service or as regards the personnel doing the same , this office will intimate the contractor and he will attend to the complaint promptly. In the event he fails to follow the directives of the representative of this office, the contract shall be terminated by giving one week notice.

17. The work as specified should be started within 10 days from the receipt of work order. The said work should be carried out without any break. If the break happens to be three days or more at any place (unit) for three times or more, the contract will be terminated without any notice in addition to the penalty imposed. The contractor will also be disqualified from quoting the tender in future.

18. The contractor has to provide all the material required for cleaning and sweeping e.g. broom, S/broom, duster, detergent powder, bucket, Colin spray, clenzo, Harpic, Pocha, Wiper, Urinal cubes, Odonil, Liquid Soap, Toilets roll paper, Room freshener, T/brush, zuna etc.

19. The contractor shall employ only such workers who shall have good character and be well behaved and skillful in their business. He shall furnish their personnel particulars in writing with signature and thumb impression of all workers whom he proposes to employ for the purpose of this agreement before they are so employed.

20. PLACEMENT OF ORDER ON COUNTER OFFER

20.1 The Purchaser reserves the right to COUNTER OFFER price(s) against price(s) quoted by any bidder.

20.2 The Purchaser is not bound to award Contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the product tendered and counter offer the same to the successful Bidders.

20.3 All other terms and conditions of the Tender shall remain operative even if a counter offer rate is offered to the Bidder.

20.4 In case of counter offer rate, the Purchaser shall be entitled to distribute quantity on the eligible Bidders approximately in inverse proportion to their original quoted rates excepting the case of the lowest Bidder.

21. The Purchaser, however, reserves the right to depart from the guidelines for distribution of the tendered quantities of goods/ items amongst successful Bidders depending upon the urgency and other factors prevailing at the time of deciding the tender.

Purchaser reserves the right to BLACKLIST a bidder for a suitable period in case bidder fails to honour his bid without sufficient grounds.

22. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

SECTION- II

COMMERCIAL TERMS AND CONDITIONS:

- BID PRICES:** The agency or contractor shall quote a rate per square feet per month, including all for providing SERVICE OF HOUSE KEEPING WORKS as per schedule given. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected. The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subjected to variation on any account. For any breach of conditions mentioned herein, the TDSAT shall have absolute power to with-hold such amount from the claim of the agency which he find suitable to compensate the damages / risk caused by the negligence of agency or its personnel.
- SUBMISSION OF BIDS:** The Bidders shall seal the “TECHNICAL OFFER” (Cover-I), “FINANCIAL OFFER” (cover-II) of the bid in separate COVERS and marked as ‘TECHNICAL OFFER’ and ‘FINANCIAL OFFER’.
- The inner and outer envelopes shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared ‘LATE’ or REJECTED Tenders shall either be sent by Registered Post or delivered in person on address mentioned above. The responsibility for ensuring that tenders are delivered in time would vest with the Bidder.
- Venue of Tender Opening:** Tender will be opened at Room No 478, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021 at 14.30 Hrs. on the due date.
- Submission of Bills:** A monthly bill of TDSAT office area 8552 sq. feet at, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021 should be submitted before 5th day of every month to the Director (Administration and Accounts) Room No 478, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021. In monthly bill, S.T./ VAT etc must be mentioned separately.
- Prescribed form on a stamp paper of Rs. 100/- (Payable by him) within two weeks from the date of ‘Letter of acceptance’.**

SECTION- III
GENERAL TERMS AND CONDITIONS

1. Submission of a Tender will bind the tenderer to the acceptance of all the conditions specified in the Tender Documents.

2. QUALITY OF THE WORK.

The TDSAT shall be the final judge for the quality of the work and satisfaction of the standards in respect thereof set forth in the contract document. Laxity or failure to enforce compliance with the contract document by the TDSAT and or the representatives shall not manifest a change of intend or waiver, the intention being that , notwithstanding the same, the contractor shall be and remain responsible for complete and proper compliance with the contract document and specification therein. The TDSAT has the right to prohibit the workmen and any tools, materials and equipment which in its opinion do not produce work or the performance meet the requirement of the contract documents.

3. INSPECTION AND ACCEPTANCE.

The work will be inspected by authorized representative of TDSAT and work should be done to their full satisfaction. A Log book will have to be maintained by the contractors which have to be signed by the officers in charge of the cleanliness of the building daily. (After inspection of the work done by the contractors, supervisors/labours)

4. INDEMNITIES.

4.1 The contractor shall at all times hold the TDSAT harmless and indemnity from against all actions, suits, proceedings, works, cost, damages, charges, claims and demands of every nature and description brought or procured against the TDSAT, its officers and employees and forthwith upon demand and without protest or demur to pay to the TDSAT any and all losses and damages and cost (inclusive between Attorney and Client) and all cost incurred in endorsing this or any other indemnity or security which the TDSAT may now or at any time have relating to the work or the contractors obligations or in protecting or endorsing its right in any suit or other legal proceedings, charges and expenses and liabilities resulting from all incidental or damage to the property resulting from or arising out of or in any way connected with or incidental to the operations caused by the contract documents. In addition the contractor shall reimburse the TDSAT or pay to the TDSAT forthwith on demand without protest or demur all cost, charges, expenses, losses and damages otherwise incurred by it in consequence of any claims, demands and actions which may be brought against the TDSAT arising out of or incidental to or in connection with the operation covered by the contract.

4.2 The contractor shall at his own cost at the TDSAT's request defend any suit or other proceedings asserting a claim covered by this indemnity, but shall not settle, compound or compromise such suit or other findings without first consulting the TDSAT.

5. BREACH OF CONTRACT:-

The TDSAT may without prejudice to its right against the contractor in respect of any delay or inferior workmanship or otherwise or to any claims damage in respect of any breaches of the contract and without prejudice to any rights or remedies under any of the provisions of this contract or otherwise and whether the date for completion has or has not elapsed by notice in writing absolutely determine the contract in any of the following cases:-

5.1 If the contractor having been given by the TDSAT a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or non-workman like manner, shall omit to comply with the requirements of such notice for a period of seven days thereafter or if the contractor shall delay or suspend the execution of the work so that either in the judgment of the government (which shall be final and binding) he will be unable to secure completion of the work by the date for completion or he has already failed to complete the work by that date.

5.2 If the contractor commits breach of any of the terms and conditions of this contract, when the contract or has made himself liable for actions under any of the aforesaid, the TDSAT shall have powers:

a. To determine or rescind the contract. Upon such determination or rescission, the security deposit of the contractor shall be liable to be forfeited and absolutely at the disposal of the Government, which does not amount to penalty.

b. To carry out the remaining portion of the work by the TDSAT or through any other agency or through any other contractor, as if it has been carried out by the contractor. And extra expenditure incurred by the TDSAT for completion of the work by the TDSAT as above, shall be recoverable from the contractor. Since this shall mean that the contract has been broken, due to which the TDSAT has suffered such breach, the TDSAT is entitled to receive it from the contractor who has broken the contract, and this breach has naturally arisen in the usual course of things from such breach or which the TDSAT and the Contractor knew, when they made and agreed to this contract.

6. DISPUTES AND ARBITRATION:

In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same will be referred to sole arbitration. It will be no objection that the arbitrator is a government servant that he had to deal with the matter to which the contract relates or that in course of his duties as Government servant he has expressed views on all or any of the matters in dispute. The award of the arbitrator and his decision or verdict will be final and binding on all.

7. PRICE VARIATION.

The department shall not be responsible for any escalation in prices of labour or materials, whatsoever or any increase in any duties, levies or taxes in respect thereof whatsoever and the contractor rates and the contractor's obligation shall remain unaffected by such escalation and / or increase, either during the time frame initially fixed for the performance of this contract or during the extended period.

8. PAYMENTS.

Paying Authority of area 8552 sq. feet should be A.O. O/o TDSAT, New Delhi in Indian rupees. Income Tax, service Tax, etc will be deducted from the bills as applicable.

9. DISQUALIFICATION ON ACCOUNT OF ANY NEGOTIATION:-

Any tender indulges in any act of direct or indirect approach / negotiations with concerned officers of the department; his tender is liable for rejection.

10. PENALTY:

The agency shall provide house keeping works for the full month including Sundays and Holidays. Penalty for unsatisfactory work or for not carrying out the work on any given day will be calculated as follows,

The penalty Rate = $(a \times b \times c / d) + 25\%$ of the per day calculated rate for a unit

Where a = Area of a unit,

b = rate per square feet per month

c = No. of days of unsatisfactory work or no work for a unit

d = Number of days in a month

Any lapse in this respect the controlling authority finds, for any breach of conditions, the undersigned shall have absolute power to withhold such amount from the claims of the agency which is found suitable.

11. PERIOD OF VALIDITY OF BIDS:

11.1 Bid shall remain valid for 150 days from the date of opening of bids prescribed by the purchaser pursuant to clause 15.1. A bid valid for a shorter period shall be rejected by the purchaser being non-responsive.

11.2 In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided under clause 6 shall also be suitably extended. The bidder may

refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

12. LATE BIDS:

Any bid received after the dead line for submission of bids shall be rejected

13. The contractor (Tenderer) should provide the service of house keeping strictly as per the specified time. In the event of delay in providing the services, any amount found suitable by the TDSAT will be charged.

14. In the event of the service provided by the agency being considered by the TDSAT or the authorized officers to be inferior, the contractor shall on demand in writing forthwith rectify the quality of service so specified and provide other suitable service at his own cost in the event of his neglecting to do so within such a period as may be specified by the TDSAT or the authorized representative.

15. OPENING OF BIDS BY PURCHASER

15.1 The purchaser shall open bids in the presence of bidders or their authorized representatives who chose to attend, at 14:30 hrs on due date. The bidder's representatives, who are present, shall sign in an attendance register.

15.2 A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening.

15.3 The bidder's names, Products quoted ,Bid prices (applicable at the time of financial bid opening), modifications, bid withdrawals and such other details as the purchaser, at its discretion, may consider appropriate will be announced at the time of opening.

15.4 The date fixed for opening of bids, if subsequently declared as holiday by the TDSAT, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

16. PRELIMINARY EVALUATION

16.1 Purchaser shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

16.2 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the purchaser. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of the errors, his bid shall be rejected.

16.3 Prior to the detailed evaluation pursuant to clause 17, the Purchaser will determine the substantial responsiveness of each bid to the Bid Document. For purposes of these clauses, a substantially responsive bid is one which confirms to all the terms and conditions of the Bid

Documents without material deviations. The purchaser's determination of bid's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

16.4 A bid, determined as substantially non-responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.

16.5 The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which doesn't constitute a material deviation, provided such waiver doesn't prejudice or effect the relative ranking of any bidder.

17. EVALUATION AND COMPARISON OF SUBSTANTIALLY RESPONSIVE BIDS

17.1 The Purchaser shall evaluate in detail and compare the bids previously determined to be substantially responsive pursuant to clause 16.

17.2 The evaluation and comparison of responsive bids shall be done on the rate offered inclusive of all in Section VI of the Bid Document.

18. AWARD OF CONTRACT:

The undersigned shall consider placement of order on those bidder whose offer have been found technically, commercially and legally acceptable after evaluation of the tenders and subsequent approval by the competent authority of TDSAT.

19. TDSAT's RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The TDSAT reserves the right to accept or reject any bid, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the TDSAT's action. The contract will be terminated by giving one week notice if the quality of the work found unsatisfactory and not corrected by the contractor within the specified time.

20. ISSUE OF ORDER FOR PROVIDING SERVICE OF HOUSE KEPING:

The issue of a letter of intent or order for providing service of house keeping shall constitute the intention of the TDSAT to enter in to the contract with the bidder. The order will be placed on the successful bidder after all scrutiny of tenders and completion of all the formalities.

21. PERIOD OF PROVISION OF SERVICE:

The successful tenderer should provide the service of house keeping in this contract within the period of one week from the date of signing of Agreement between the Controlling officer of the Department and the successful bidder (Tenderer) and abide by all the terms and conditions contained here-in.

The contractor shall be responsible for the compensation to his employee under workman's Compensation Act. He shall be responsible to pay the expenses for providing medical treatment to his employee who may suffer any physical injury as a result any accident in the office.

22. AMENDMENT OF BID DOCUMENTS:

At any time, prior to the date for submission of bids, the Purchaser may, for any reason, whether at its own initiated or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. The amendments shall be notified in writing or FAX to all prospective Bidders on the address intimated at the time of purchase of bid document from the Purchaser and these amendments will be binding on them. In order to afford prospective Bidders, reasonable time to take the amendments into account in preparing their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids suitably.

23. PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD

TDSAT will have the right to increase or decrease up to 25 % of the quantity of services specified in the schedule without any change in the unit price or other terms and conditions at the time of award of contract.

24. FORCE MAJEURE.

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine, restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the contract of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to and end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract. Provided also that if the contract is terminated under this clause, the Purchaser shall be at liberty to take over from the supplier at a price to be fixed by the Purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and goods/items in the course of manufacture which may be in possession of the contractor at the time of such termination of such portions thereof as the Purchaser may deem fit excepting such materials, bought out components and goods / items as the supplier may with the concurrence of the Purchaser elect to retain.

25. TERMINATION FOR INSOLVENCY.

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent as

declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

26. ARBITRATION.

In the event of any question, dispute or difference arising under this agreement or in connection there with (Except as to matters, the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration. The agreement to appoint an Arbitrator will be in accordance with the Arbitration and Conciliation Act 1996.

There will be no objection to any such appointment on the ground that the arbitrator is Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as Government Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on both the parties to the agreement. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award, Subject to aforesaid Indian Arbitration Act, 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be the Office of TDSAT at Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-110021, or such other Places as the arbitrator may decide.

27. **Child Labour Clause:** No child labour should be engaged for any type of work.

28. **Insurance:** It is responsibility of tenderer/firm to deduct insurance of employee as per 'Compensation Act'. TDSAT shall not be responsible for such claim.

29. **Deduction of PF:** It is responsibility of tenderer /firm to deduct P F of employ.

30. **Service Tax** – House Keeping Service has brought under Service Tax in the budget of 2008-09, 09-10. Tenderer should register their firm under Service Tax Act compulsorily if not registered under this Act.

31. SET OFF.

Any sum of money due and payable to the supplier (including security deposit refundable to him) under this contract may be appropriated by the Purchaser or the TDSAT or any other person(s) contracting through the TDSAT and set off the same against any claim of the Purchaser or TDSAT or such other person(s) for payment of a sum of money arising out of this contract or under any other contract made by the supplier with TDSAT or purchaser or such other person(s) contracting through TDSAT.

32. The bidder should give a certificate that none of his / her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm Certificate will be given by all the partners and in case of limited company by all the directors of the company excluding Government

of India / financial institution nominees and independent non-official part time Directors appointed by Government of India or the Government of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid security will be forfeited at any stage whenever it is noticed and TDSAT will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as:

Member of Hindu undivided family

They are Husband and Wife

The one is related to the other in the manner as father, mother, son (s) and Son's wife (daughter in law), Daughter (s) and daughter's husband (son in law), brother (s) and brother's wife, sister (s) and sister's husband (brother in law)

The format of the certificate to be given is

“ I.....s/o.....r/o.....hereby certify that none of my relative (s) as defined in the tender document is / are employed in TDSAT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, TDSAT shall have the absolute right to take any action as deemed fit / without any prior intimation to me”

33. **SIGNING OF CONTRACT**

The issue of work order shall constitute the award of contract on the bidder. Upon the successful bidder furnishing performance security pursuant to clause 7, the Purchaser shall discharge the bid security in pursuant to clause 6.

34. **ANNULMENT OF AWARD:** Failure of the successful bidder to comply with the requirement of clause 33 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event; the TDSAT may make the award to any other bidder at the discretion of the TDSAT or call for new bids.

35. **CLAUSE BY CLAUSE COMPLIANCE:**

While all the conditions specified in the Bid documents are critical and are to be complied, special attention of bidder is invited to the following clauses of the bid documents. Non-compliance of any one of which shall result in out right rejection of the bid.

36. **Contract Period:** For Six months from the date of award of the contract. Can be extended for another term on the discretion of the competent authority.

SECTION- IV

TECHNICAL CONDITIONS

Name of the Unit: - TDSAT at Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-21

Area in (Sq. feet):- 8552 sq. ft.

SCOPE OF WORK:-On daily basis including Sundays and Holidays.

The details of the work to be done are as given below.

1. Daily cleaning of: -

- a. Daily mopping and cleaning using perfumed Phenyl.
- b. Daily cleaning of Office tables, furniture and others like xerox machine, computers, printers, Telephones, with cloth using cleaning solutions like Colin.
- c. Daily cleaning of Toilets using standard quality cleaning solutions. Removing choke ups in toilets, wash basin etc. as and when required. Provision of Soap solution for all these units

2. Weekly cleaning of:

- a. Glass and windowpanes with glass cleaner.
- b. Cleaning of Partitions.
- c. Removing cob webs, dusting walls and wall fixtures.
- d. Cleaning of Fans, Light fittings and fixtures and attachment on the walls like fire extinguishers, first aid box, notice Boards,.
- e. Dusting of all file rack, files

3. All garbage should be deposited in the nearby BMC garbage containers.

4. The work of daily cleaning of floor and office tables and other furniture should be completed before 1000 hrs.

SECTION -V
BID FORM

Date:

To
Director (Administration and Accounts)
TDSAT
Room No. 478, Hotel Samrat,
Kautilya Marg, Chanakyapuri,
New Delhi-110021

Dear Sir,

1. Having examined the conditions of contract and specifications including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
 2. We undertake, if our Bid is accepted, to commence service delivery within () days from the date of issue of your purchase order.
 3. We agree to abide by this Bid for a period of ----- days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
 4. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
 5. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
 6. We understand that you are not bound to accept the lowest or any bid, you may receive.
- Dated this day of 2010.

Name and Signature -----

In the capacity of -----

Duly authorized to sign the bid for and on behalf of

witness

Address

Signature

SECTION- VI

TENDER FORM

For PROVIDING CLEANING AND SWEEPING SERVICES.

(Note: - Please read all the instruction and terms and condition before filling this form)

To

Director (Administration and Accounts)
TDSAT
Room No. 478, Hotel Samrat,
Kautilya Marg, Chanakyapuri,
New Delhi-110021

Sub: - Tender for providing cleaning and sweeping services at TDSAT offices.

Sir,

With reference to your tender notice, I/We offer our rate for the house keeping service at the said places on contract basis as per the Terms and condition mentioned in tender documents. The rate quoted for the cleaning and sweeping work at TDSAT offices is Rs. /- per square feet per month (including all) Amount in words Rupees.....per square feet month (Including all).

If this tender is accepted either fully or in part, I / we hereby agree to abide by and fulfill all the Terms & condition of the contract and enter in to prescribed agreement within one week or being called upon to do so bearing all expenses in connection therewith including charges for stamps etc, if any and agreement will be binding on me/us.

I/we have read the terms and condition mentioned in the documents and agree to abide by all the terms and conditions mentioned in the tender documents.
We understand that you are not bound to accept the lowest or any bid, you may receive.

Date :

Place :

Signature of the Tenderer:

Name and full address in block letters

With Telephone number. (affix Rubber Stamp)

SECTION –VII

PROFILE OF THE TENDERER

(To be filled by the Tenderer)

1. Full Name of the firm and Registered Address

2. Whether it is sole proprietary
A) or Partnership firm / Private Ltd Company

B) If "Sister Concern " Name & Address of Parent Firm

3. Name of Sole propriters / name of partner /
Name of Directors

4. Name of person authorized to enter into and
execute contract agreement and capacity in
which He is authorized.

5. Detailed designation of work carried out by
the firm in last two years with name of clients,
nature and value of work done for each.
(Document is to be attached)

6. Is the firm registered with any Govt. /
Semi Govt. undertaking / Private. If so
furnish the details of registration.

7. Permanent Income Tax Number.

8. Service Tax Registration Number
and period of validity

I/We hereby certify that the above information is true and correct to the best of my knowledge and belief.

Date :

Signature of the tenderer with stamp.

Place:

(Note : Separate sheet may be attached where space provided against any clause is insufficient)

SECTION- VIII

CHECK LIST

I. Please ensure that all documents are fully authenticated by the authorized signatory under his signature with office seal. Printed Documents need not be authenticated if there is no alteration.

II. Cover I (All documents should be compulsory) marked as “TECHNICAL OFFER”

1. Certificate of satisfactory work experience for carrying out cleaning works of in any Govt./ Semi Govt./PSU organization in the last two years .

2. Attested copy of valid Registration Certificate, if applicable.

3. Attested copy of Labor Registration certificate, if applicable.

4. A certificate that none of his / her near relative is working in TDSAT.

5. A self undertaking on plain paper that the bidder is not blacklisted by any Govt./ Semi Govt./PSU organization.

6. Attested copy of ESIC registration certificate, if applicable.

7. Attested copy of Service Tax registration certificate, if applicable.

III. Cover II duly sealed and marked as “ FINANCIAL OFFER ” with rate quoted.

IV. All the above three covers, should be WAX sealed separately by the personal seal of the bidder and shall be put in a main Cover / Envelop and shall be sealed properly by the personal seal of the Bidder.