NOTICE INVITING – E-TENDER
https://eproc.punjab.gov.in

e-Tender Notice No. PSEB/ADMN/2020-21/3

PUNJAB SCHOOL EDUCATION BOARD
Vidya Bhawan Phase VIII, S.A.S. Nagar (Mohali)
Ph.- Ph.-0172-5227259 & 0172-5227262

PUNJAB SCHOOL EDUCATION BOARD invites online e-Tender for
supply of following items to office of the Board located in Phase-8, S.A.S Nagar.

HOUSE KEEPING

Opening date of sale of tender document : 02-03-2020
Closing date of sale tender document : 17-03-2020

For participating in the above e-tendering process, the firms shall have
to get themselves registered with https://eproc.punjab.gov.in and get
user ID, Password. Class-3 Digital Signature is mandatory to participate in
the e-tendering process.

Detailed Notice Inviting Tender and other terms & conditions is
available on website: https://eproc.punjab.gov.in

For any clarification/difficulty regarding e-tendering process flow,
please contact us on 0172-2970263, 2970284, 4184406

Secretary
Punjab School Education Board
PUNJAB SCHOOL EDUCATION BOARD invites online e-Tender for supply of following items to the office of Board located in Phase-8, S.A.S. Nagar.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Items</th>
<th>i) Estimate</th>
<th>ii) Earnest Money</th>
<th>iii) Processing Fee</th>
<th>iv) Tender Form Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HOUSE KEEPING</td>
<td>i) Rs.70,00,000/-</td>
<td>ii) Rs. 1,40,000/-</td>
<td>iii) Rs. 7000/-</td>
<td>iv) Rs. 1,000/-</td>
</tr>
</tbody>
</table>

For participating in the above e-tendering process, the interested parties shall have to get themselves registered with www.eproc.punjab.gov.in and get user ID, Password. Class-3 Digital Signature is mandatory to participate in the e-tendering process.

Detailed notice inviting tender and other terms & conditions is available on website www.eproc.punjab.gov.in Corrigendum if any, will be issued on website only.

For any clarification/difficulty regarding e-tendering process flow, please contact us on 0172-2970263, 2970284, 4184406.
## Technical Bid Condition
To qualify for award of the contract, each bidder in its name should have to fulfill following requirements:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Description</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pan Card</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EPF No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESI Registration No.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Not blacklisted affidavit (Attested by Notary/Executive Magistrate)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Govt/Public Sector/Corporation/Board (House Keeping Work Experience 3 Years)</td>
<td></td>
</tr>
</tbody>
</table>

Tender No/Line No: PSEB/ADMN-1/2020-21/3

Name of the Work: House Keeping

Name of Bidder: 

Address: 

Contact Details: 

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<table>
<thead>
<tr>
<th>Financial Bid</th>
<th>PSEB/ADMN-1/2020-21/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender No.</td>
<td></td>
</tr>
<tr>
<td>Name of the Work:</td>
<td></td>
</tr>
<tr>
<td>Name of Bidder:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
</tr>
<tr>
<td>Workers</td>
<td></td>
</tr>
<tr>
<td>Discrption</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>All Blocks of Building in Vidya Bhavan and open space with</td>
</tr>
<tr>
<td></td>
<td>the Boundary wall, Sector-62, Mohali</td>
</tr>
<tr>
<td>2</td>
<td>SUPER VISORS</td>
</tr>
<tr>
<td>3</td>
<td>SERVICE CHARGES (FOR THIS WORK)</td>
</tr>
<tr>
<td>4</td>
<td>SERVICE TAX</td>
</tr>
<tr>
<td>5</td>
<td>TOTAL AMOUNT</td>
</tr>
</tbody>
</table>

To qualify for award of the contract, each bidder in its name should have to fulfill following requirements:
Instructions may be read carefully before filling the tender form. Tender of those Contractor who do not fulfill the terms and conditions of the tender shall be cancelled out rightly.

1. The Agreement between the Board and the contractor shall be for a period of one year which may be extended for 2 years, one year at a time if the work is found satisfactory.

2. Board may or may not accept the lowest rates of the tender, if it is otherwise not in the interest of the Board.

3. The successful Contractor shall deposit Rs. 7,00,000/- (Rupees Seven Lac only) as job security before commencement of work with the cashier, Punjab School Education Board, Mohali.

4. The Contractor shall have to employ 50 workers (30 Males and 20 Females) and 02 supervisors (01 Males and 01 Female) and to provide vacuum cleaner for cleaning Sofa Sets, Carpets and Curtains.

5. The Firm shall be registered with Labour Department for allotment of contract and shall abide by the instructions issued by the Labour Department, from time to time.

6. The contractor shall ensure that names, addresses and phone numbers of all the workers are submitted to the Superintendent Administration of the Board. Information regarding any change in his staff must be brought to the notice of the Superintendent Administration by the Contractor on the same day.

7. The following standards and frequencies shall be maintained by the Contractor:

   a. Mopping and sweeping of floors and balconies at least twice a day with phenyl. Dustbins to be emptied daily and wastage etc. to be dumped at a proper place.
   b. Doors and Windows to be dusted and wet cleaning of the window panes daily.
   c. Cleaning of walls and partitions daily.
   d. Cleaning of roofs and coweb from the walls.
   e. Thorough cleaning of doors, windows and panes etc. daily.
   f. Washing of bathrooms at least three times a day with phenyl/acid etc.
   g. Thorough cleaning of sofa set, carpets with vacuum cleaner after 15 days.
   h. Shifting of furniture etc. on demand basis.
   i. Cleaning of road of Board office and parking area daily.

Note: Cleaning Material will be provided by the board.


9. The contractor shall pay wages to all his workmen by 7th of every month as per the rates fixed by Deputy Commissioner of S.A.S Nagar. He will have to attach the receipts of the monthly deposit of EPF and ESI of all the workmen. The Wages to his workmen shall be paid to them as agreed upon.
10. The contractor shall ensure the presence of required workmen, in case he does not do so besides deduction of the wages, penal action shall also be taken against the contractor. In case more than 10 workmen hired by the contractor remain absent in a day then 1.5 times wages from the total salary shall be deducted.

11. The working hours of the workmen shall be: from 7.30 AM to 12.30 PM and from 1.30 PM to 4.30 PM. The contractor will make sure that there is one worker present all the time on each floor/Area to take care of the toilets/bathroom material, so that cleanliness is done on time.

12. In case of any negligence shown in the cleaning work, Rs. 50/- per lapse will be charged as fine.

13. The workmen shall be granted paid holiday as per the Punjab Government calendar as follows:-

1. Republic Day  
2. Independence Day  
3. Gandhi Jayanti

14. Maintaining discipline, law and order by workmen shall be the responsibility of the contractor. In case of nuisance or violation of the instructions, action will be taken as recommended by the board.

15. Board will deduct the TDS from the bill of contractors and the same will be deposited with the income tax department.

16. The contract can be cancelled and deductions shall be made from the security deposit by giving 15 days notice in case:-

   a. The work is not done satisfactorily.
   b. There is any violation of any clause of the agreement
   c. The contractor, for his personal interests, sublets or shares his part of the present contract with any other party.
   d. The contractor is declared insolvent by the court of law.

17. In case the work is not done satisfactorily or the contractor leaves the contract/agreement in between, then the security deposited by him will be forfeited in favor of the board.

18. The contractor shall provide neat and clean uniform to his workmen. No payment shall be made on this account by the Board. Laminated Identity cards will be issued to all the workers by the contractor which shall be worn by workmen during the working hours. If the contractor fails to provide the same, fine can be imposed.

19. There shall not be any connection of Master and servant between the Board and the Workmen.
20. Staff and supervisors of the contractor shall abide by all the instructions/directions issued by Officers of the Board. Staff may be increased or decreased by Board.

21. In case there is any theft by the workmen, in board premises, then the contractor will be held responsible for the same and deduction of loss will be made out of his payment bill.

22. Contractor will depute one worker as an attendant, who will maintain the complaint register and will resolve the complaints daily. In case the complaint is not resolved on the same day, then the Deputy Secretary (Administration) will be authorized to impose fine for the same.
23. If there is any complaint regarding work, conduct or behavior of any worker, the contractor can be asked to replace the workman.

24. There shall be no permission to form any worker union within the premises of the Board and the workmen shall not take part in any such activities.

25. Area of Punjab School Education Board Complex :-

**Area of Punjab School Education Board**
Work Pertaining to Sewer men (to unblock the internal Sewer and gali-trap) shall be assigned along with work of housekeeping.

(1) Block A.B.C.D (Complex) = 4,96,847 Sq. ft.
(2) E and F (Area up to 1st Floor) = 26,000 Sq. ft.
(3) Roads (Taarcoal) = 19,368 Sq. ft.
(4) Cemented Parking Area = 91,500 Sq. ft.

26. The contractor will make arrangement of sewer man to remove blockage of the sewerage gutters of the board office complex.

27. **ARBITRATION**
In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the **Chairman Punjab School Education Board, S.A.S Nagar**. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for time being designation such officers may be called (hereinafter referred to as the said officer) and if the Chairman, Punjab School Education Board S.A.S Nagar, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Chairman Punjab School Education Board, S.A.S. Nagar, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.

The venue of the arbitration proceeding shall be Office of the Chairperson, Punjab School Education Board, S.A.S. Nagar, at District S.A.S. Nagar or such other place as the arbitrator may decide.

28. **JURISDICTION OF COURTS**
In all matters and disputes arising there under, the appropriate Courts at S.A.S. NAGAR, District S.A.S. NAGAR alone, shall have jurisdiction to entertain and try them.

29. **SET OFF**
Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by PSEB and set off the same against any claim of PSEB for payment of a sum of money arising out of this contract or under any other contract made by contractor with PSEB.