

**GOVERNMENT COLLEGE OF ENGINEERING AND TECHNOLOGY,  
CHAK BHALWAL, JAMMU**

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**NOTICE INVITING TENDER**

**E-NIT NO:- 12 of 2016-17 Dated: 12/09/2016**

Principal GCET, Chak Bhalwal, Jammu on behalf of Governor of J&K State invites Tenders by e-tendering mode from registered Firms/Agencies/NGO's of Jammu and Kashmir State as per the details given in the tender documents (Tender Form, Terms & Conditions of Tender Notice).

S. No.	Name of the work	Approx. cost	Earnest money	Period of contract	Cost of Tender
1	2	3	4	5	7
01	Outsourcing of Sanitation Services/petty maintenance works in GCET at New Campus Chak Bhalwal, Jammu	To be quoted by the contractor	50000/- (Fifty thousands) only	One year	Rs.500/- (Non-Refundable) In the shape of Demand Draft only

Presently, the Institute is in need of 30 Nos. personnel's for the above mentioned job at New Campus GCET, Chak Bhalwal, Jammu. However, requirement may increase or decrease as per requirement of the Departments of the Institute, therefore rates shall have to be quoted for each person inclusive of all taxes.

The bidding documents consisting of qualifying information, eligibility criteria and detailed term and conditions of contract can be seen/downloaded from the website [www.jktenders.gov.in](http://www.jktenders.gov.in) as per schedule of dates given below:-

1. Date of issue of tender notice 15-09-2016.
2. Date of downloading of bidding documents 15-09-2016 from 1800 Hrs to 06-10-2016 up to 1100 Hrs.
3. Bid Submission start date 16-09-2016 from 1800 Hrs.
4. Bid Submission end date 06.10.2016 up 1200 Hrs.
5. Deadline for receiving the hard copy (Original DD and EMD) including all the soft documents uploaded on the sites 03.10.2016 to 05.10.2016 up to 1400 Hrs.
6. Date of opening of Bid online 07.10.2016 at 1400 Hrs.
7. Bids must be accompanied by bid security and cost of Tender Document as specified in column 4 & 7 of the table payable at Jammu pledged in favour of Principal, **GCET, Chak Bhalwal, Jammu** in the form of CDR/FDR and DD as cost of tender document.
8. Affidavit, in original for Rs.50/- stamp paper duly attested by **1<sup>st</sup> class Judicial Magistrate** with the effect that:-
  - a. The documents/catalogues along with authority letter, etc enclosed with the Tender are genuine and are not tempered or fabricated.
  - b. The firm has not been blacklisted in the past by any Govt./Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier.
  - c. If anything found wrong at any stage against me, I shall be responsible and liable to legal action.

9. Complete bidding process will be online (price bid not to be submitted in physical form).
10. Cost of Tender will be accepted in the shape of Demand Draft only.
11. The Committee will not be held responsible for any delay.
12. **Qualification of the Bidder.**  
In order to qualify, all bidders shall provide copies of documents as defined below:-
  - i) Attested photocopies of Registration Card duly renewed for the current financial year-2016-17 **(Attestation through Gazetted Officer/Notary/Self attested).**
  - ii) Attested photocopies of Valid Sale Tax certificate issued from the Sale Tax Department for the current financial year. **(Attestation through Gazetted Officer/Notary/Self attested).**
  - iii) Attested photocopies of PAN Card. **(Attestation through Gazetted Officer/Notary/Self attested).**
13. The details of cost of documents, EMD specified in the tender documents should be same as submitted online (scanned copies) otherwise bid will not be accepted.

No. GCET/Acctts/2016-17/552-58  
Dated: 12/09/2016

Sd/-  
Principal  
GCET, Jammu.

Copy to the:-

1. Commissioner/Secretary to Govt. Higher Education Department, Civil Secretariat, J&K, Srinagar for information please.
2. Director Finance, Higher Education Department, Civil Secretariat, J&K, Srinagar for information.
3. Joint Director, Information Department, Jammu for information and with the request to publish the tender notice at least in three leading newspapers of State level/National News papers preferably Daily Excelsior/Kashmir Times/Times of India/Indian Express etc. for wider publicity of the notice and send the cutting for confirmation.
4. Accounts Officer, GCET, Jammu for information.
5. The Nodal Officer, I/C website, GCET, Jammu, for information.
6. All Concerned Committee members, GCET, Jammu for information.
7. Notice Board/Office File.

### **Instruction to bidders regarding e-tendering process:-**

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any NIC/Govt. approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents are attached with bid.
6. The department will not be responsible for delay in online submission of bids, whatsoever reasons may be.
7. All the required information for bid must be filled and submitted online.
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents. The original papers in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details about cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or for getting any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in>, e-tendering portal to store important documents like Balance sheet, VAT registration Certificate / Sales Tax Clearance Certificate, ITR, Service Tax Registration certificate (TIN number), and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rates inclusive of all taxes and it should be saved with the same as it contains.
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>.

## ADDITIONAL INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered with J&K State Govt.
2. Tenders to be submitted under two cover system:

### A) COVER 1st (Technical Cover) should contain.

1. Scanned copy of tender fee.
2. Scanned copy of EMD.

#### **CDR/FDR Format:**

***Received from M/s...ABC...pledged to the Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu.***

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate** with the effect that:-
  - i. The documents/catalogues etc enclosed with the Tender are genuine and are not tampered or fabricated.
  - ii. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
  - iii. If anything found wrong at any stage against the firm, I/we shall be responsible and deem to any legal action against me/us.

***Scanned copies of below mentioned documents shall be loaded in My Document area for bidders.***

S. No.	Documents
1.	Registration with J&K State Govt.
2.	Latest VAT/ Sales tax clearance certificate
3.	Certificate of Registration for Service Tax (TIN number)
4.	Certificate of Experience in the form of completion certificate.
5.	Certificate of registration under Employees State Insurance Act.
6.	Certificate of registration under Employees Provident Fund Act.
7.	Pan Card of the Tenderer / Agency/ Organization.
8.	Copy of latest Income tax return with balance sheet duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.
9	Turn over certificate duly authenticated by the chartered accountant with his original rubber stamp and ink signed signatures.

Below mentioned **Original** documents have to be submitted with the office of the **Principal, Govt. College of Engineering & Technology, Chak Bhalwal, Jammu.**

1. Tender Fee and EMD.
2. Affidavit.
3. Original Turnover Certificate from Chartered Accountant supported with copy of balance sheet for the last three years.
4. Annexure "A", "B", "C"

**B) COVER 2<sup>nd</sup>: (Financial Cover)**

1. Rates submitted by the bidders in the BOQ.
2. Detailed breakup of rates as per condition No.30 submitted by the bidders as PDF.

Financial bids (Price bid) of only those tenderers shall be opened who qualify in Technical specification Compliance Statement on the basis of Technical Evaluation report.

## **TERMS & CONDITIONS OF THE TENDER & CONTRACT**

1. The tenderer should be registered with the Jammu & Kashmir State Govt.
2. All the documents shall be self attested with an undertaking that anything found false/forged at a later stage shall be the responsibility of the tenderer.
3. The contractor shall carefully examine the terms and conditions, before signing the contract, in case of any doubts, he shall refer to the Chairperson / Member Secretary Institutional Specific Rate Contract Committee and get clarifications.
4. The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
5. The work allotted to the successful tenderer shall be for a period of one year from the date of issue of contract or till such time new Rate contract comes in force.
6. The documents submitted by the firm with the tender form will be opened in the presence of tenderers / firm or their representatives who wants to be present there and the officers opening the tender will sign the tenders price and other important features.
7. The tenderer/ authorized representative should point out to the Chairperson/ Member Secretary of the committee on date of opening of tenders embitterment, if any, at the time of opening tenders. Thereafter the tenderer/authorized representative will have no legal right to confer or to represent on one ground or the other.
8. All the documents attached with the tender should be self attested, numbered & page marked by the authorized signatory of the firm with his/her seal. Transparent tape/ Lamination should be applied on the quoted rates. Rates/Quotations should be typed/ printed and free from fluiding/cutting and overwriting. No hand written quotation will be accepted. The total number of pages be indicated in the index. Details of documents enclosed with the tender form should be mentioned in Proper Index serial wise duly flagged on the front page of quotation/ reference letter.
9. The contractor shall engage required manpower for accomplishing the job. The contractor shall strictly comply with all laws, rules, and regulations as per the law in force. For any violation in this regard the contractor shall be solely responsible without any liability to the institutional authorities.
10. All registration and statutory fee, if any, in respect of the contract work pursuant to intended contract shall be responsibility of the contractor and shall be payable by the contractor only.
11. Contractor shall provide uniform and identity proof to all the personnel engaged by him and ensures that they clad in uniforms with proper identification during duty hours.
12. Payment shall be made to the contractor at the end of the month after deduction of the taxes like income tax, service tax / any other similar tax at source during the currency of the contract on the basis of the work done certificates duly furnished by the concerned designated authorities.
13. The same person should sign the entire correspondence, letter and documents who has signed the original tender. In case of change to this effect, an Affidavit shall have to be sent in support of the change.

14. The successful tenderer shall not in any case assign or sublet the approved contract or any part thereof to any other party.
15. The successful tenderer shall have to indemnify labour claim or other claims arising out of the execution of contract, the Department shall not be responsible for any labour or other claims on this account.
16. The Institutional authorities shall have the right to dispense with the services of any staff, if not found up to the mark, or any misconduct/misbehavior is reported on the part of the said staff. The contract shall be terminated on a "months notice", if not found workable.
17. The successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a non JUDICIAL Stamp paper with the Principal, GCET, Jammu before the allotment of the contract. The cost of the stamp paper shall be borne by the Tenderer.
18. In case of failure to abide by the 'conditions of the contract' and the "Agreement", the contract shall liable to be terminated with forfeiture of the earnest money.
19. Any dispute arising out of this contract shall be referred to the Administrative Department (Higher Education of J&K Govt.), whose decision shall be final and binding upon both the parties.
20. The legal Jurisdiction shall be the Hon'ble Courts of the J&K State at Jammu.
21. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender whereas it shall be retained in case of successful tenderer and treated as security deposit to be refunded after the successful completion of the contract on submission of N.O.C.
22. No conditional tender shall be accepted. The committee reserves the right to accept or reject any tender/ quotation without assigning any reasons thereof. The Successful tenderer are bound to stick on the rates once quoted by them and once approved by the committee.
23. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet the approved contract or any part thereof to other party. Penalty to the tune of Rs. 1000/- on each occasion shall be imposed for any deviation from contractual obligation on merits of each case. If the contractor fails to render the services upto the satisfaction of institutional authorities in spite of repeated warnings/ imposition of fine etc, it can lead to forfeiture of Earnest money/ FDR /Security deposits/ withholding of other deposits in Higher Education Department as a whole or even debarring/black listing of the supplier/ firm/ dealer. The earnest money shall be forfeited if the contractor withdraw their tender or revise the prices of their offer within validity period/ not comply the work order placed on them within the validity period of the offer.
24. Duty roster of the staff detailed on duty shall be submitted to the authorities for '**On the spot**' inspection.
25. The intending tenderers are advised to visit concerned authorities for type of work order, before submitting the offer.
26. No separate conditions will be accepted and the conditional tenders will be outrightly rejected.

27. That the payment would be made on monthly basis for actual shifts manned / operated by the personnel supplied by the firm and based on the attendance sheets duly verified by the GCET authorities. The tenderer will ensure that workers engaged by him must receive their entitled wages in time. In view of this, the following procedure will be adopted:
- a. That the firm shall pay their entitled wages on the last day of every month.
  - b. That the payment to such workers must be made directly in their bank accounts or through cheque only.
  - c. That firm must ensure that entitled wages of the workers are credited to their bank account on the last working day of the month.
  - d. While submitting the bill for the next month, the firm will ensure that all statutory labour laws in vogue issued by the office of Labour Commissioner J&K are followed in letter and spirit.
28. If any of the employee deployed by firm is found indulging in any type of malpractice or a complaint is received against him, the institutional authorities shall be competent to take appropriate action against the said employee involved and the firm shall be personally responsible & a suitable penalty as deemed fit by the authorities will be imposed. The decision of the authorities shall be final & binding. Besides, if warranted under law, criminal proceedings will also be held against the security personnel.
29. Tender where prices are quoted in any other way shall be treated as non-responsive and outrightly rejected.
30. The tenderer will specify the break-up of rates quoted giving complete details as shown below:
- i. Net amount to be paid to the person engaged.
  - ii Deduction showing details of EPF, ESI & other charges.
  - iii Administrative charges and other taxes / charges, if any, to be charged by the tenderer.
  - iv The employer will undertake that under no circumstances the person engaged by him shall have to face additional deduction.
31. Before the deadline for submission of bids the Employer may modify the bidding documents by issuing addenda. To give prospective bidders reasonable time to take an addendum into account, in preparing their bids the Employer shall extend, as necessary, the deadline for submission of bids.

NOTE: The tenderer should be a registered firm under the relevant provisions of Law with the competent authority established by the Central/State Government for his territorial jurisdiction.



**UNDERTAKING.**

I/We do hereby agree to abide by all the conditions mentioned in the tender documents (All the pages of the documents have been signed by me/us in token of our acceptance of the “Conditions of the contract” and are without any cutting/ overwriting)

Sig. & Seal of the Tenderer  
alongwith full Address

**Scope of work:**

1. Cleaning and washing of Bathrooms in different Blocks of GCET.
2. Cleaning, dusting and washing of Rooms and Corridors in different Blocks of GCET.
3. Cleaning and maintaining of roads and different rotaries of the campus.
4. Petty maintenance works in different blocks of GCET.

#### **ELIGIBILITY CONDITIONS: -**

- a) The tenderer should have at least five years of experience with regard to successful completion of job contract of sanitation services in reputed Govt. / Semi-Govt / Govt. undertaking of repute. Tenderer will have to produce supporting document/certificate in the form of successful completion certificate from the institutional authorities, where the tenderer has provided the sanitation services.
- b) The firm should be registered under ESI and EPF. The documentary proof in this regard shall be provided by the tenderer.
- c) The firm should also fulfill the statutory and welfare requirements in respect of its employees.
- d) No Joint Venture/ Consortium is allowed to participate in the Tender Process. Tenderer should submit an undertaking on firm's letter head in this regard.
- e) The firm should have valid Labour Contract licence for current year.
- f) The tenderer will abide by all the Labour laws issued from time to time by the office of Labour Commissioner J&K.
- g) The firm must have Service Tax Registration (TIN number).

Intending tenderers are advised to inspect and examine the working area, space, etc. and satisfy themselves before submitting their tenders. The means of access to the site, the accommodation and the facilities he may require in general. The contractor will himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect the tender. A tenderer shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he/she has read this notice and all other contract documents and made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Signature & Seal of the tenderer  
With Address

**Annexure "A"**

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

**TENDER FORM FOR OUTSOURCING OF SANITATION SERVICES/PETTY MAINTENANCE WORKS.**

1. Name, address of firm/Agency/company.....
2. Telephone No.....
3. Registration No.....
4. Name, Designation, Address of the signing person:  
 :.....  
 :.....  
 :.....
5. PAN No. issued by Income Tax Deptt.....
6. Provident Fund Account No.....
7. ESI code number.....
8. TIN number.....
9. Details of BID Security/ Earnest Money deposit:.....
  - i. Amount.....
  - ii. Demand Draft No.....
  - iii. Date of issue.....
  - iv. Name of issuing bank:.....
  - v. Any other information:.....

**Declaration by the bidder**

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

(Signature & Seal of the tenderer)

**Annexure "B"**

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)  
Technical Information

S. No	Particulars	Information to be filled by the bidder	Remarks
1	Manpower on roll		
2	No. of Sanitation/petty maintenance staff:		
3	Experience of running sanitary (services in years)		
4	Details regarding experience (name of organizations & experience in years with support of certificates)		

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(Signature & Seal of the tenderer)  
Name and address of the bidder

**Annexure "C"**  
(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)  
**UNDERTAKING / LETTER OF ACCEPTANCE**

Subject: Tender for providing Sanitation services/petty maintenance works.

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide by the contract to provide the services from the date of award of the contract which is extendable till new rate contract comes into force.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Institution / Govt. of Jammu & Kashmir State.
6. I / we declare that all the documents attached with the tender documents are true and are attested by us only after certifying their genuineness.

In acceptance

(Signature & Seal of the tenderer)