

OPERATION AND MAINTENANCE OF 6 No. PUBLIC TOILET BLOCKS SITUATED AT MINI SECRETARIAT, YAMUNA NAGAR AND CLEANING OF OPEN SPACE AROUND THE SECRETARIAT.

SCOPE OF WORK

1. The scope of work covers the operation and maintenance of 6 no. public toilet blocks situated at Mini Secretariat, Yamuna Nagar. Initially the work will be started from 6 months. The work may be extendable by one year as per the satisfaction of the Officer in charge. The No. of toilet blocks may increase or decrease.
2. The toilet blocks will remain open 8:00 AM to 5:00 PM. The contractor shall provide sufficient man power.
3. The contractor / agency will provide all such material/ consumables which are required to keep the toilet block neat and clean such as cleaning acid, phenyl, naphthalene balls, soap, brooms etc.
4. The responsibility of material available in the toilets will be of the contractor/ Agency against theft and breakage. He shall be responsible for all damages and accidents caused due to negligence on his part. Nothing extra shall be payable on this account.

ELIGIBILITY CRITERIA

- A. Preference will be given to the bidder who has experience of operation and maintenance of toilets/ housekeeping for a minimum period of one year during last the **two** years. Copies of performance certificate from client departments of experience of having successfully completed similar work showing, nature of work, tender cost, date of start, date of completion, cost of actual work done.
- B. **The successful bidder should submit the performance security deposit of 5% of the annual contract value in the form of bank guarantee/cash in favour of Deputy Commissioner, Yamuna Nagar** of the offer letter from **Mini Secretariat, Yamuna Nagar**. This security deposit will be released after the expiry of the contract period of 12 months without interest.
- D. Contractor must be a registered firm under EPF & ESIC department (Certified copy to be attached along with copy of challan paid during last three months)
- E. Contractor must be registered under Service Tax registration (Certified copy to be attached along with copy of challan & return paid during last three quarters)
- F. Contractor should have valid License by Labour Commissioner for contracting labour under Contract Labour Act (Certified copy to be submitted)
- G. The tenderers should submit the photocopy of Permanent Account Number (PAN) issued by the Income Tax Department while submitting the E-Tender. Contractor should submit attested copy of income tax returns for the last three years along with audited balance sheet duly attested by Chartered Accountant.
- H. The bidder should furnish an AFFIDAVIT that I/We have not been black-listed by any Govt./ Semi/ Govt./Corporation/ Pvt. Organization during the last Five years and further that "I/We undertake and confirm that eligible similar work(s) has/have not been executed through another contractor on back to back basis. Further that, if such a violation comes to the notice

of Department, then I/we shall be debarred for tendering in the office of Deputy Commissioner, Yamuna Nagar in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Deputy Commissioner shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.

IT MAY BE NOTED BY THE INTENDING CONTRACTORS/FIRMS /BIDDERS THAT THE BID SUBMITTED SHALL BECOME INVALID IF :-

- i . The bidder is found ineligible.
- ii. The bidder does not upload all the documents as stipulated in the bid document.
- iii. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted PHYSICALLY BY THE LOWEST TENDERER in the office of tender opening authority.
- iv. If bidder does not submit the undertaking regarding physical submission of Earnest Money Deposit (EMD).
- v. If the bidder doesn't upload the documents under the folder required to be submitted.
- VI. The bids shall be uploaded in Electronic Format on the website etender.punjabgovt.gov.in. Scanned copies of EMD and Eligibility Documents shall also be uploaded along with the bid within prescribed time limit.
- VII. The certified copies of all the scanned and uploaded documents shall have to be submitted by the all bidder along with physical EMD as per scanned copy of EMD uploaded before stipulated date physically in the office of the Deputy Commissioner, Yamuna Nagar. The tender opening authority may also verify the original documents of the participating agencies, if required.

TERMS AND CONDITIONS:-

1. The contractor/ agency is fully responsible to keep the toilet blocks neat & clean. The contractor/ agency will regularly clean/ maintain and repair each of the aforesaid toilet blocks for the period of one year from the date of agreement. In case of any lapse regarding cleaning/ maintenance and **if any foul smell observed in toilet blocks by checking authority, the contractor will be charged double of the amount paid to the contractor for first two days and five times from third day onwards on daily basis.**
2. The responsibility of material installed in the toilets will be of the contractor/ agency against theft & breakage. He shall be responsible for all damages and accidents caused due to negligence on his part. Nothing extra shall be payable on this account.

3. No activities like using liquor/ use of tobacco/ playing of card, etc. are allowed in the toilet blocks. In case of any untoward incident in the toilet the responsibility shall be of the contractor/ agency.
4. The payment for the maintenance of toilet blocks will be released on monthly basis after the verification of work done by the agency from officers in charge as decided by Mini Secretariat.
5. Any authorized representatives of DC Office shall have the right to inspect the toilet blocks during operation and maintenance period and may issue such directions as may be considered, necessary. The contractor shall be bound to comply with these instructions.
6. The contractor / agency will display sign-boards and information board on each of toilet blocks indicating instructions, name and contractor/agency and the in-charge to educate the users.
7. The possession of the entire toilet will be handed over by the District Nazir. List of fixtures provided in toilet blocks will be prepared at the time of possession given to the agency and agency will hand over all these fixtures in same condition to the District Nazir at the completion of tenure. **If during the contract period any fixture provided in toilet blocks does not work properly it will be repaired / replaced within 48 hours.**
8. In case of any dispute Deputy Commissioner, Yamuna Nagar shall be the arbitrator, whose decision shall be final and binding upon both the parties.
9. The contractor / agency shall comply with the provision of Minimum Wages Act 1948, Payment of Wages Act 1936 and bound to pay minimum wages fixed by Labour Department Haryana to the employees and shall be fully responsible for depositing EPF and ESI of the employees engaged for the work and will submit copy of deposition with the District Nazir. If the rates quoted by contractor / agency are less than the minimum wages fixed by Labour Department Haryana, the tender will be rejected.
10. The payment to the labour will be given in the shape of cheque only by 10th of every month.
11. All the workers deployed at the toilet blocks will be in proper dress.
12. It is the responsibility of contractor / agency to provide phenyl piles in urinal pots and washbasins. **If phenyl piles are not available in urinal pots and washbasins then penalty of Rs. 200/- per toilets blocks per day will be deducted from the monthly bill.**

-Sd/-

Deputy Commissioner,
Yamuna Nagar.