



**CHANDIGARH  
HOUSING BOARD**  
A CHANDIGARH ADMINISTRATION UNDERTAKING

Complete cleanliness & sweeping of all rooms,  
toilets, corridors, collection & removal of  
garbage of Block 'B' of CHB office complex  
including required material & equipments.



# BID DOCUMENT

**COMPLETE CLEANLINESS & SWEEPING  
OF ALL ROOMS, TOILETS, CORRIDORS,  
COLLECTION & REMOVAL OF GARBAGE  
OF BLOCK 'B' OF CHB OFFICE COMPLEX  
INCLUDING REQUIRED MATERIAL &  
EQUIPMENTS (FOR THE PERIOD OF  
FINANCIAL YEAR 2023-2025).**

Date of release /publishing of Tender \_\_\_\_\_.

Last Date for Submission of document: \_\_\_\_\_.

Website: <http://chandigarh.gov.co.in>

Tel: 0172-2511126

EE-VII(PH)



## INDEX

SR. NO.	DESCRIPTION	PAGE NO.
<b>PART-I</b>		
1.	Notice Inviting e-Tenders	4
2.	Detail regarding Tendering Process	5-6
3.	List of Documents to be uploaded by the tenderer.	7
4.	Check List	8-9
5.	Notice Inviting Tender	10-15
<b>PART-II</b>		
	<b>Post Qualification application form and document related to eligibility criteria and other related document</b>	16-34
6.	Section – II Forms and Annexure	18-22
	i. Letter of Transmittal Form 'A'	20
	ii. Form 'B' – Details of works completed during last 7 years	21
	iii. Form 'C' Performance Report of works given in Form 'B'. TDS Certificate of works given in Form 'C'.	22
7.	Specimen Performa for Affidavit regarding No criminal proceeding. <b>Annexure-I</b>	23
8.	Format for Power of Attorney by Applicant in case of Non Consortium members - <b>Annexure-II</b>	24
9.	Performa for submission of Performance Guarantee- <b>Annexure-III.</b>	25-26
10.	Forms related to integrity- <b>Annexure-IV, IV-A &amp; IV-B</b>	27-34
<b>PART-III</b>		
	<b>Financial Bid, General conditions and other related documents for submission of financial Bid</b>	35-65
11.	Instructions for Contractors.	36
12.	<b>Part-A</b> CPWD – 7 including Schedule A to F for major component of the work, Standard General Conditions of Contract for CPWD 2019 or latest addition as applicable with all amendments/modifications as applicable.	38-48
	i) Form No -7 & Schedule A-F	38-44
	ii) Schedule of Items and quantities	45-48
13.	Milestone	49
14.	Scope of work	50-52
15.	General Terms and Conditions,	53-60
16.	Specimen of Data Collection Performa/Questionnaire	61-62
17.	Sticker to be pasted in each area for carrying out the Job	63
18.	Format of Indemnity Bond.	64
19.	<b>Financial Bid for quoting rates</b>	65-66

# PART-I

## CHANDIGARH HOUSING BOARD

### TENDER NOTICE

#### Notice Inviting e-Tenders

Executive Engineer-VII(PH) on behalf of the Chairman, Chandigarh Housing Board, Chandigarh invites sealed Percentage rate bids through e-Procurement process from the Agencies/ firms/ Contractors/ Tenderers having experience of Cleanliness/House Keeping work for the work of Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments (For The Period Of Financial Year 2023-2025).

Estimated Cost: - Rs.1,46,38,610/- Earnest Money: - Rs.2,93,000/- Period of Completion: - 616 Days , Last date of submission of bid online is \_\_/\_\_/2023 & date of opening bid is \_\_/\_\_/2023.

For detail Milestone dates of Electronic Tendering are given at the website <http://etenders.chd.nic.in/nicgep>.

  
\_\_\_\_\_  
EE-VII(PH)

**Detail Regarding Tendering Process**

Name of work	Complete cleanliness & sweeping of all rooms, toilets, corridors, collection & removal of garbage of Block 'B' of CHB office complex including required material & equipments (For The Period Of Financial Year 2023-2025).	
Estimated cost	Rs.146.39 Lakh	
Period of completion	616 Days	
Name of the Employer	Chandigarh Housing Board	
Address of the Employer	8 Jan Marg, Sector 9 D Chandigarh	
Mode	E-Tendering	
Website	<a href="https://etenders.chd.nic.in/nicgep/app">https://etenders.chd.nic.in/nicgep/app</a>	
Integrity Pact duly filled, signed & stamped	The bidder must upload the copy of Integrity Pact duly filled, signed & stamped in the presence of witness along with other bid documents on the web site.	
<b>Milestone Dates</b>		
Downloading of e-tender document	Start date:	/ / 2023 at 1000 Hrs.
	End date:	/ / 2023 upto 1700 Hrs.
Clarification regarding plans specifications schedule of quantities & set of terms	Start date:	/ / 2023 at 1000 Hrs.
	End date:	/ / 2023 upto 1700 Hrs.
Date of submission of e-tender	Start date:	/ / 2023 at 1000 Hrs.
	End date:	/ / 2023 upto 1700 Hrs.
Opening of technical bid (Online)	/ / 2023 upto 1130 Hrs.	
Opening of price bid (Online)	To be intimated to all eligible Bidders separately	
Bid validity period	<b>Seventy Five (75) days</b> from the last day of receipt of Technical Bid.	
Earnest Money Deposit	The EMD required for placing the e-bid shall be Rs.2,93,000/- to be submitted on line through e-tendering portal i.e. <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> Bidder can submit their bid only after depositing EMD online. The payment may be deposited by bank-to-bank transfer using SBI MOPS or RTGS/NEFT transfer through <a href="https://etenders.chd.nic.in">https://etenders.chd.nic.in</a> portal	

*[Signature]* EE-VII(PH)



	<p>The amount of EMD is refundable and adjustable.</p> <p>The EMD shall be refunded online to the bidder account in case of all unsuccessful e-bids, provided it is not forfeited.</p> <p>The bidder must upload the copy of UTR No/ Transaction slip on the web site.</p>
Performance Security	<p>The contractor, whose bid is accepted, will be required to furnish performance guarantee at specified percentage of the tendered amount as mentioned in Schedule F and within the period specified in Schedule F. This guarantee shall be in form of Insurance Surety, Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period specified in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.</p>



**LIST OF DOCUMENT TO BE UPLOADED BY THE BIDDERS**

1.	Fee
	i) EMD
2.	Post Qualification /Technical
	i. Check List
	ii. Integrity Pact <b>Annexure-IV, IV-A &amp; IV-B</b> duly filled, signed & stamped in the presence of a witness
	iii. Form 'A' Letter of Transmittal as per uploaded Performa in Section-II.
	iv. Form 'B' Similar works during the last seven years
	v. Form 'C' Performance Report of works given in Form 'B'.
	vi. Certified copy of the power of attorney by the applicant in case of Non Consortium member as per <b>Annexure-II</b>
	vii. Affidavit as per Annexure-I regarding no criminal proceedings and confirmation that eligible similar works have not been got executed on back to back basis
	viii. Balance sheets duly audited/verified by the Chartered Accountant & Profit/Loss statement during the last three years ending 31 st March of the previous year duly signed by the CA.
	ix. Certificate of Registration under GST or Undertaking as per condition No.1.2 (c) if bidder has not obtained GST Certificate.
	x. Copy of PAN
	xi. Certificate of registration with EPFO, ESIC and labour license.
	xii. Any other document as specified in the bid document.
3.	Finance
	Financial Bid

Hard copies of the documents listed above except Financial Bid shall be submitted by the 1<sup>st</sup> lowest bidder (L1) to the Executive Engineer-VII(PH), CHB, Chandigarh.

EE-VII(PH)

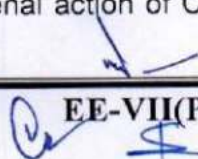


**'CHECK LIST TO ACCOMPANY THE 'ELIGIBILITY DOCUMENTS'**

S. No.	Description	Remarks
1.	Whether the Earnest Money as per the Press Notice has been uploaded?	Yes / No
2.	Whether the Integrity Pact duly filled, signed & stamped has been uploaded?	Yes / No
3.	Whether definite proof from appropriate authority of having satisfactorily completed similar works during the last seven years ending last day of the month previous to the one in which tender is invited has been uploaded?	Yes / No
4.	Whether the balance sheets duly audited/verified by the CA and profit/loss statement during the last three years ending 31st March of the previous year duly signed by the CA has been uploaded?	
5.	Whether the Form 'A' Letter of Transmittal as per uploaded Performa in Section-II has been uploaded?	Yes / No
6.	Whether the Form 'B' – Details of similar works completed during last 7 years has been uploaded?	Yes / No
7.	Whether the Form 'C' – Performance Report of works referred to in Form-B has been uploaded?	Yes / No
8.	Whether the Affidavit as per Annexure-I have been uploaded?	Yes / No
9.	Whether the Power of Attorney as per Annexure-II has been uploaded?	Yes / No
10.	Whether any additional condition in tender has been quoted?	Yes / No
11.	Whether the Scanned copies of self attested documents related to E.M.D. and other eligibility document has been uploaded along with the Bid?	Yes / No
12.	Whether all the statements, documents, certificates, uploaded owning responsibility for their correctness/ authenticity have been signed?	Yes / No
13.	Whether the Copy of Certificate of Registration under GST or Undertaking as per Notice Inviting Tender has been uploaded?	Yes/ No
14.	Whether the Copy of PAN has been Uploaded?	Yes / No
15.	Whether the Certificate of registration with EPFO and ESIC has been uploaded?	Yes / No

**DECLARATION**

1. I/We \_\_\_\_\_ have carefully gone through all the conditions mentioned in the Bid Document and solemnly declare and affirm that I/we will abide by any penal action of CHB for disqualification or of black

  
EE-VII(PH)





listing or determination of contract or any other action as deemed fit, taken by, the Department against me/us, in the event of any of the contents of our this application, the statements, documents, and certificates produced by me/us have been found/declared to be false/fabricated without any liability on CHB.

2. I/We hereby further declare that the Tender has been completed and uploaded by us in the manner prescribed in the document and consider myself/ourselves eligible and in possession of all the documents required.

3 I/We hereby also declare that, I/We have not been blacklisted/ debarred/ Suspended/ demoted by any department of Chandigarh Administration or in of any state/Union Territory of the Republic of India for any reasons what so ever.

Date

Signature of the Bidder (s)  
(Full name in capitals)  
Designation

  
EE-VII(PH)



**CHANDIGARH HOUSING BOARD  
NOTICE INVITING TENDER**

1. Executive Engineer-VII(PH) on behalf of the Chairman, Chandigarh Housing Board invites **Percentage Rate Tenders** through e-Procurement process from the Agencies/firms/Contractors/Tenderer having experience of Cleanliness/House Keeping work as detail below:-

Name of work and location.	Estimated cost put to Bid (in Lakh)	Earnest Money	Period of completion	Last date & time of submission of Bid, copy of receipt of deposition of original EMD & other documents as specified in the NIT	Time & date of opening of Technical Bid.
Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments.	Rs.146.39 Lakh	Rs. 2,93,000/-	616 Days	___, ___, 2023	___, ___, 2023

\*Website for detail of Milestones dates of Electronic Tendering please refer <http://etenders.chd.nic.in/nicgep>

**Initial criteria for Eligibility for tender.**

1.2	Applicants who fulfil the following requirements shall only be eligible to apply.
a)	Should have satisfactorily completed similar nature of works during the last seven years ending last day of the month previous to the one in which tender is invited.
	Three similar works each costing not less than Rs.59.00 Lakh or two similar works each of costing not less than Rs.88.00 Lakh or one similar work of costing not less than Rs.117.10 Lakh
b)	<b>Similar work shall mean "Cleanliness/House Keeping work".</b>
c)	Components of work executed other than those included in definition of similar work shall be deducted while calculating cost of similar work. Bidder shall submit abstract of cost of work in support of this.  The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to the last date of submission of bid.

EE-VII(PH)



d)	Firm(s)/Contractors against whom any criminal proceedings are pending in any court of law relating to any project executed by the firm, shall not be considered for post-qualification. <b>To become eligible, for e- tendering, the tenderer shall have to furnish an affidavit as per Annexure-I.</b>														
e)	At the time of submission of bid, contractor uploads Income tax returns and balance sheets duly audited/verified by the Chartered Accountant & Profit/Loss statement during the last three years ending 31st March of the previous year duly signed by the CA. <del>(This condition is applicable for the work costing above One Crore)</del>														
f)	GST registration Certificate, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then he shall scan and upload following undertaking along with other bid documents. "If work is awarded to me, I/we shall obtain GST registration Certificate as applicable within one month from the date of receipt of award letter or before release of any payment by CHB, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by CHB or GST department in this regard".														
<b>Note</b>	<b>All the documents shall be duly attested &amp; counter signed by the agencies.</b>														
2.	Agreement shall be drawn with the successful Tenderer on the prescribed Format of CPWD Form 7/8, which is available for sale in the market. Tenderers shall quote their rates as per various terms and conditions of the said form which will form part of the agreement. However the definitions contained therein with regard to CPWD Department and other designated authorities may be read as under:-														
	<table border="1"> <thead> <tr> <th>As per General Conditions of Contract for Central P.W.D Works</th> <th>To be read as</th> </tr> </thead> <tbody> <tr> <td>CPWD</td> <td>CHB</td> </tr> <tr> <td>President of India</td> <td>Chairman, CHB</td> </tr> <tr> <td>Govt. of India</td> <td>Chandigarh Housing Board</td> </tr> <tr> <td>Director General</td> <td>Chairman, CHB</td> </tr> <tr> <td>Additional Director General</td> <td>Chief Executive Officer, CHB</td> </tr> <tr> <td>Department</td> <td>Chandigarh Housing Board</td> </tr> </tbody> </table>	As per General Conditions of Contract for Central P.W.D Works	To be read as	CPWD	CHB	President of India	Chairman, CHB	Govt. of India	Chandigarh Housing Board	Director General	Chairman, CHB	Additional Director General	Chief Executive Officer, CHB	Department	Chandigarh Housing Board
As per General Conditions of Contract for Central P.W.D Works	To be read as														
CPWD	CHB														
President of India	Chairman, CHB														
Govt. of India	Chandigarh Housing Board														
Director General	Chairman, CHB														
Additional Director General	Chief Executive Officer, CHB														
Department	Chandigarh Housing Board														
3.	In this document the following words and expressions have the meaning hereby assigned to them: EMPLOYER means the Chairman, Chandigarh Housing Board, acting through the Executive Engineer. BIDDER/TENDERER/FIRM/AGENCY/CONTRACTOR/APPLICANT means the individual, proprietary firm, firm in partnership, limited company private or public or corporation or Joint Venture Company. "Year" means "Financial Year" unless stated otherwise. CHB/ Board means "Chandigarh Housing Board"														



4.	The Site for the work is available.
5.	The time allowed for carrying out the work will be 616 Days from the date of start as defined in Bid Document of Financial Bid in Part-III of this document or from the first day of handing over of the site, whichever is later in accordance with the phasing, if any, indicated in the Tender Document. In case of non-handing over of any part of site, the extension in time limit for the proportional delay shall be allowed as per the agreement.
6.	Earnest money amount will have to be deposited as mentioned in Detail Regarding Tendering Process in shape as prescribed.
7.	<p>Downloading and submission of Tender including Financial Bid will be done by e-Procurement process through the Chandigarh Administration web site: <a href="http://etenders.chd.nic.in/nicgep">http://etenders.chd.nic.in/nicgep</a>.</p> <p>The agency shall upload Scanned copy of documents (duly attested and counter signed by agency) related to "Earnest Money Deposit" and 'Eligibility Documents'. However, certified copy of all the scanned and uploaded documents as specified in e-tender notice shall have to be submitted by the lowest bidder within a week physically in the office of tender opening authority.</p>
8.	<p>The bid submitted shall become invalid if</p> <p>a) The bidder is found ineligible.</p> <p>b) The bidder does not upload scanned copies of all the documents stipulated in the bid document.</p> <p>c) 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 bidder in the office of bid opening authority.</p> <p>d) If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/ sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.</p> <p>e) Before proceeding further with the e- Procurement process, Earnest Money shall be opened first and 'Eligibility Document' of those agencies whose Earnest Money found in order shall be opened in the office of EE-V(Elect.), CHB by the committee.</p> <p>i) The department reserves the right to reject any or all the prospective applications without assigning any reason and/or to restrict the list of qualified contractors to any number as deemed suitable by it, if too many bids satisfying the laid down criteria have been received.</p>
9.	<p>The contractor, whose tender has been accepted, will be required to furnish 'Performance Guarantee' as mentioned in Detail Regarding Tendering Process. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.</p> <p>The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board and Programme chart (Time and Progress) within the period specified in Schedule F.</p>
10.	The description of the work is as follows:



	<b>Complete cleanliness &amp; sweeping of all rooms, toilets, corridors, collection &amp; removal of garbage of Block 'B' of CHB office complex including required material &amp; equipments.</b>
	Copies of other drawings and documents pertaining to the works will be opened for inspection by the Tenderers at the office of the concerned EE of CHB. Tenderers are also advised to carefully inspect and examine the site and its surroundings and satisfy themselves, before submitting their tenders, as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not. CHB will not accept any liability arising later on consequent to any misunderstanding or otherwise on the part of the tenderer. The tenderer shall be responsible for arranging and maintaining, at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for execution of the work unless otherwise specifically provided for in the contract document. Submission of a tender by a tenderer 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 and rates at which stores, tools and plant, etc. if any are issued to him by the CHB and local conditions and other factors having a bearing on the execution of the work.
11.	The competent authority on behalf of the Chairman, CHB does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. <b>All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, the same shall be summarily rejected.</b>
12.	Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13.	The competent authority on behalf of the Chairman, Chandigarh Housing Board reserves with himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
14.	The contractor shall not be permitted to bid for works in the CHB Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the CHB. Any breach of this condition by the contractor would render him liable to be debarred in participating tender in CHB
15.	No Engineer of Gazetted rank or other Gazetted officer employed in the Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of



	the Chairman, CHB in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Chairman, CHB as aforesaid before submission of the tender or engagement in the contractor's service.
16.	<p>The tenders for the work shall remain open for acceptance for a period of <b>Seventy Five (75) days</b> from the last date of receipt of Bids.</p> <p>i) If any bidder withdraws his bid or makes any modifications in the terms &amp; conditions of the tender which is not acceptable to CHB within 7 days after last date of submission of Bids, then the CHB shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money absolutely irrespective of letter of acceptance for the work is issued or not.</p> <p>ii) If any bidder withdraws his bid or makes any modifications in the terms &amp; conditions of the tender which is not acceptable to CHB after expiry of 7 days after last date of submission of Bids, then the CHB shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the Earnest Money absolutely irrespective of letter of acceptance for the work is issued or not.</p> <p>iii) In case of forfeiture of Earnest Money at prescribed in Para-i &amp; ii above, the bidder shall not be allowed to participate in the rebidding process of the same work.</p>
17.	<p>This '<b>Bid Document</b>' shall form a part of the contract document. The successful tenderer/Bidder/contractor, on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:</p> <p>a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as up loaded at the time of invitation of tender and the rates quoted on line at the time of submission of the Bid and acceptance thereof together with any correspondence leading there to.</p> <p>b) General condition of contract for Central PWD works 2020, tender form of CPWD 7/8 as amended from time to time issued up to the last date of receipt of tender or other Standard C.P.W.D. Form as applicable</p>
18.	<p>In case any discrepancy is noticed between the documents as uploaded at the time of submission of the bid online then the bid submitted shall become invalid and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re-tendering process of the work.</p>
19.	<p>The tenderer is liable to be blacklisted as per policy of Chandigarh Administration 2009 and the EMD will be forfeited if he has been found to have misled or has furnished false information in the forms / statements / certificates/online information submitted by him as proof in support of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works etc. etc. Further, if this contract has been awarded, the same shall be rescinded including forfeiture of EMD and Performance Guarantee.</p>



20.	While execution of the work, if found that the contractor had produced false/ fake certificates of experience he will be black listed and the contract will be terminated.
21.	All disputes concerning in any way with this work are subject to Chandigarh jurisdiction only.
22.	Before the last date for submission of Tenders, the Tender Inviting Officer may modify any of the Contents of the Tender Notice, Tender documents by issuing amendment / Addendum.
23.	Any addendum/amendments issued by the Tender Inviting Officer shall be part of the Tender Document.
24.	To give prospective Tenderer reasonable time to take an addendum into account in preparing their bids, the Tender Inviting Officer may extend if necessary, the last date for submission of tenders.
25.	The Executive Engineer will evaluate whether each Tenderer is satisfying the eligibility criteria prescribed in the tender document and declares them as a qualified Tenderer and selected for next stage of opening of Price Bid.
26.	If the technical bid of a Bidder is not satisfying any of the eligibility criteria it will be rejected by the Executive Engineer.
27.	If any alteration is made by the Bidder in the Bid documents, the conditions of the contract, the drawings, specifications or statements / formats or quantities the tender will be rejected.
28.	The Executive Engineer will evaluate and compare the price bids of all the qualified Tenderer.
29.	The Bidder is advised to attach any additional information, which he thinks to be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is called for by the Board. The Board reserves the right to call for additional information & clarification of information submitted by the Tenderer.
30.	The cost incurred by the Bidder in preparing this application, in providing clarifications or attending discussions/ conferences in connection with this document shall be borne by the Tenderer and the Board in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
31.	The CHB reserves the right to accept or reject any Bid and to annul the post-qualification process and reject all Bids at any time, without assigning any reason or incurring any liability to the Bidders.
32.	Bidder shall be scrutinized in accordance with the conditions stipulated in the Tender document. In case of any discrepancy of non-adherence Conditions the Tender accepting authority shall communicate the same which will be binding both on the tender Opening authority and the tenderer. In case of any ambiguity, the decision taken by the Tender Accepting Authority on tenders shall be final.
33.	While execution of the work, if found that the contractor had produced false/ fake certificates of experience he will be black listed and the contract will be terminated.



# PART-II

**DOCUMENT RELATED  
TO  
ELIGIBILITY CRITERIA  
AND  
OTHER RELATED DOCUMENTS**







# SECTION - I

## INFORMATION REGARDING ELIGIBILITY



**BASIC INFORMATION**

Sl.	Particulars (Please enclose supporting documents)	
1	Name of the company and their authorized dealers, firms, agencies	
2	Type of Organization - Whether Proprietorship, Partnership etc. (Please enclose related documents)	
3	Name of the Proprietor/Partners/Directors in the organization	
4	Details of Registration (Firm, Company etc.) (Registering Authority, Date, Number etc.)	
5	Experience in the respective field of work (Please enclose supporting documents)	
6	a) Registered office address and telephone no. b) e-mail address/ Mobile No. c) Office address through which the work will be handled in Chandigarh,	
7	PAN NO.	
8	GST No.	
9	Certificate from International organization for standardization (ISO) in manufacturing of office furniture items	
10	Indicate if involved in any litigation, arbitration or any civil suit pending in any of the works executed during last 7 years/ being executed. If yes, please furnish the name of the project & employer, nature of work, contract value, work order and date & brief details of litigation. Uploaded a separate sheet, if required	
11	Kindly mention along with relevant details, if your firm/ agency/ company is blacklisted/ debarred by any Government agency	

Certificate: -

It is certified that the information given in the enclosed eligibility bids are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case of any information furnished by me /us found to be incorrect.

Enclosures:

Seal of bidder

Date of submission

SIGNATURE(S) OF BIDDER(S)

---

 EE-VII(PH)

19



**LETTER OF TRANSMITTAL**

From

To

Executive Engineer-VII(PH)  
Chandigarh Housing Board,  
Chandigarh.

**Sub: Submission of Bid for the work of Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments.**

Sir/Madam

Having examined the details given in **Tender Notice** and **Bid document** for the above work, I / we hereby submit the documents relevant information.

1. I / we hereby certify that all the statements made and information supplied in the enclosed **Forms B to C** and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for post-qualification eligibility and have no further pertinent information to supply.
3. I / We submit the Following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following eligible similar works: -

Sr. No.	Name of work/Project and location	Certificate from
1		
2		
3		

**Certificate: -**

It is certified that the information given in the enclosed eligibility bids are correct. It is also certified that I/we shall be liable to be debarred, disqualified/ cancellation of enlistment in case of any information furnished by me /us found to be incorrect.

**Enclosures:**

Seal of bidder  
Date of submission

SIGNATURE(S) OF BIDDER(S)

EE-VII(PH)

**FORM 'B'**

Details of eligible similar nature of works completed during the last seven years ending last day of the month previous to the one in which tender are invited.

S. No	Name of work / project location	Owner or sponsoring organisation	Cost of work in crores of rupees	Date of comment as per contract	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending / in progress with details*	Name and address/ telephone number of officer to whom reference may be made
1	2	3	4	5	6	7	8.	9

\*Indicate gross amount claimed and amount awarded by the Arbitrator.  
For details uploaded separate sheet.

SIGNATURE OF BIDDER(S)

  
EE-VII(PH)



**FORM 'C'**

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B"**

1.	Name of work/Project & Location	
2.	Agreement No.	
3.	Estimated Cost	
4.	Tendered Cost i. Allotted Amount ii. Actual completed cost	
5.	Date of Start	
6.	Date of completion	
(i)	Stipulated date of completion	
(ii)	Actual date of completion.	
7.	a) Whether case of levy of compensation for delayed has been decided or not.	
	b) if decided, amount of compensation levied for delayed completion if any.	
8.	Performance Report	
	1) Quality of Work	Outstanding/Very Good/ Good / Poor
	2) Financial soundness	Outstanding/Very Good/ Good / Poor
	3) Technical Proficiency	Outstanding/Very Good/ Good / Poor
	4) Resourcefulness	Outstanding/Very Good/ Good / Poor
	5) General behaviour	Outstanding/Very Good/ Good / Poor

Dated:

Executive Engineer or Equivalent

*[Signature]*  
EE-VII(PH)

**ANNEXURE-I**

**SPECIMEN PERFORMA FOR THE AFFIDAVIT TO BE UPLOADED BY THE APPLICANT ALONGWITH OTHER DOCUMENTS.**

(On Judicial Stamp paper duly attested by 1<sup>st</sup> class Magistrate or Notary Public)

I, \_\_\_\_\_ S/o Sh. \_\_\_\_\_ authorized representative of \_\_\_\_\_ with its office at \_\_\_\_\_ solemnly affirm and declare as under on behalf of the firm: -

1. I/We in the name and style of \_\_\_\_\_ had applied for the work Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments.
2. The undersigned hereby certify that there are no criminal proceedings pending/ongoing in any court of law regarding any construction project executed by me/us.
3. The undersigned hereby certify that all the documents and information uploaded with the tender/Bid are 'True' & I/We stands fully responsible as per law for their genuineness and correctness.
4. I/we undertake and confirm that the eligible similar works has/have not been got executed through another contractor on back to back basis. Further that if such a violation comes to the notice of the department then I/we shall be debarred for tendering in CHB in future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the CHB shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee deposited.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent

**VERIFICATION:**

I the above named signatory/deponent do hereby solemnly affirm & declare that the contents of this affidavit are true to the best of my knowledge & nothing has been concealed therein.

Place: \_\_\_\_\_  
Dated: \_\_\_\_\_

Authorized Signatory of  
firm/Deponent

**ANNEXURE-II**

**FORMAT FOR POWER OF ATTORNEY- by all individual Applicants**

(on judicial Stamp paper duly attested by First Class Magistrate/Notary)

Dated: \_\_\_\_\_

**To whomsoever it may Concern**

- Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Applicant) do hereby constitute, appoint and authorize Mr. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the firm), as Authorized Signatory and whose signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our request for prequalification work of \_\_\_\_\_, including signing and submission of all documents and providing information and responses to clarifications/enquiries etc. as may be required by CHB and signing of agreement if awarded the said work.

- We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For \_\_\_\_\_

(Signature)

(Name, Title and Address)

Accept

(Attested signature of Mr. \_\_\_\_\_)

(Name, Title and Address of the Attorney) \_\_\_\_\_

**Notes:**

- To be executed by the Applicant
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executant(s).





**ANNEXURE-III**

**ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.100/-  
(Guarantee offered by Bank to CHB in connection with the execution of contracts)**

**Form of Bank Guarantee for Earnest Money Deposit /performance Guarantee/Security Deposit**

1. Whereas the Executive Engineer-VII(PH) on behalf of the Chairman, Chandigarh Housing Board (hereinafter called the 'the Board') has invited bids under .....(NIT number)..... dated for..... (name of work). The Board has further agreed to accept irrevocable Bank Guarantee for Rs. .... (Rupees ... only) valid upto.....(date)\*..... as Earnest Money Deposit from ..... (name and address of contractor) '.....'....., (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR\*\*

Whereas the Executive Engineer-II on behalf of the Chairman, Chandigarh Housing Board (hereinafter called the 'the Board') has entered into an agreement bearing number with .....(name and address of the contractor) .....", (hereinafter called "the contractor") for execution of work..... (name of work) ..... . The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. .... (Rupees ... only) valid upto....(date)..... as Performance Guarantee/security Deposit/Mobilization Advance from the said Contractor for compliance of his obligations in accordance with the term and conditions of their agreement.

2. We, \_\_\_\_\_ (indicate the name of the bank) \_\_\_\_\_ (herein after referred to as "the Bank"), hereby undertake to pay to the Government an amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) on demand by the Government within 10 days of the demand.
3. We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_ do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).
4. We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_, further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank

EE-VII(PH)

*[Handwritten signature]*

- Guarantee shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.
5. We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_ further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
  6. We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_ further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
  7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.
  8. We, \_\_\_\_\_ (indicate the name of the Bank) \_\_\_\_\_, undertake not to revoke this guarantee except with the consent of the Government in writing.
  9. This Bank Guarantee shall be valid up to \_\_\_\_\_, unless extended on demand by the Government. Notwithstanding anything mentioned above. Our liability against this guarantee is restricted to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date \_\_\_\_\_

Witnesses:

1. Signature \_\_\_\_\_  
Name and address \_\_\_\_\_

Authorized signatory  
Name  
Designation  
Staff code no.  
Bank seal

2. Signature \_\_\_\_\_  
Name and address \_\_\_\_\_

**ANNEXURE-IV**

To,

The Bidder.....  
.....  
.....

Subject: NIT No. ....for the work **Complete cleanliness & sweeping of all rooms, toilets, corridors, collection & removal of garbage of Block 'B' of CHB office complex including required material & equipments.**

Dear Sir,

It is here by declared that CHB is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the tenderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the CHB.

Yours faithfully

Executive Engineer-VII(PH)

 EE-VII(PH)



**ANNEXURE-IV-A**

**Integrity Pact**

To,

Executive Engineer-VII(PH)  
Chandigarh Housing Board  
Chandigarh

Sub: Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments.

Dear Sir,

I/We acknowledge that CHB is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by CHB. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, CHB shall have unqualified, absolute and unfettered right to disqualify the tenderer/bidder and reject the tender/bid in accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

↓  
EE-VII(PH)

*[Handwritten signature]*

**ANNEXURE-IV-B**

To be signed by the bidder and same signatory competent/ authorised to sign the relevant contract on behalf of CHB.

INTEGRITY PACT

(Integrity Pact is applicable for all works of estimated cost put to the tender equal to or more than the threshold value given in the Bid Document)

This Integrity Agreement is made at..... on this ..... day of..... 20.....

**BETWEEN**

Chairman, Chandigarh Housing Board represented by the Engineer-in-Charge (hereinafter referred to as the Principal, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assignees)

**AND**

\_\_\_\_\_  
(Name and address of the bidder)

(Hereinafter referred to as the Bidder/Contractor and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assignees)

Preamble

WHEREAS the Principal has floated the tender (NIT No. ....) (hereinafter referred to as Tender) and intends to award, under laid down organizational procedure, contract for (Name of work) Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of Block 'B' of CHB office Complex including required material & equipments.

hereinafter referred to as the "Contract".

AND WHEREAS the Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as Integrity Pact), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

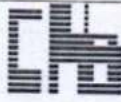
NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this integrity Pact witnesses as under:

Articles

Article 1: Commitment of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

EE-VII(PH)



- (a) No employee of the Principal, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- (b) The Principal will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the Tender process, provide to a Bidder(s) the same information and we not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (c) The Principal shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/ Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s)/Contractor(s)**

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
- (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
- (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.

- (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly, Bidder(s)/Contractor(s) of Indian nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice, wilful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use coercive practices (which shall include the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property) to influence their participation in the tendering process.

#### Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal under law or the contract or its established policies and laid down procedures, the Principal shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/Contractor accepts and undertakes to respect and uphold the Principal absolute right:



1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal. Such exclusion may be forever or for a limited period as decided by the Principal.
2. Forfeiture of Earnest Money Deposit Performance Guarantee/Security Deposit: If the Principal has disqualified the Bidder(s) from the Tender process prior to the award of the contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the entire amount of Earnest Money Deposit Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to law enforcing agencies for further investigation.

**Article 4: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken for banning of business dealings/holiday listing of the Bidder/Contractor as deemed fit by the Principal.
3. If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may, at its own discretion, revoke the exclusion prematurely.

**Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors**

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor





shall be responsible for any violation(s) of the principles laid down in this agreement by any of its Subcontractors/sub-vendors.

2. The Principal will enter into pacts on identical terms as this one with all Bidders and Contractors.

~~3. The Principal will disqualify Bidders who do not submit the duly signed Integrity Pact between the Principal and the Bidder along with the Tender or violate its provisions at any stage of the Tender process.~~

#### Article 6- Duration of the Pact

This Integrity Pact begins when both the parties have legally signed it. It expires for the Contractor 20.23 Months after the completion of work under the contract or expiry of defect liability period or last payment made under the contract, whichever is later and for all other bidders, 6 months after the Contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged/determined by the ADG/SDG, CPWD concerned.

#### Article 7- Other Provisions

1. This Integrity Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the Principal, who has floated the tender.
2. Changes and supplements as well as termination notice need to be made in writing.
3. If the Contractor is a partnership or a consortium, this Integrity Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Integrity Pact must be signed by a representative duly authorized by board resolution.
4. Should one of several provisions of this Integrity Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Pact, any action taken by the Principal in accordance with this Integrity Pact or interpretation thereof shall not be subject to arbitration.
6. In view of the nature of integrity pact, the Integrity Pact is irrevocable and shall remain valid even if the main tender/contract is terminated till the currency of the integrity pact.

#### Article 9- Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal

*Os* EE-VII(PH)  
\$

rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

(For and on behalf of Principal)

*Renu Rana*  
Renu Rana  
Suptt., CHB

(For and on behalf of Bidder/Contractor)

WITNESSES:

1 .....  
(Signature, name and address)

*[Handwritten signature]*

Executive Engineer,  
Division No. VII (PH)  
CHB, Chandigarh

2 .....  
(Signature, name and address)

Place:  
Dated:

Note: To be signed by the Bidder and the Engineer-in-Charge

*[Handwritten signature]*  
EE-VII(PH)



# PRAT-III

## FINANCIAL BID

**General Terms and Conditions & other  
related documents for submission of  
Financial Bid**

### INSTRUCTIONS FOR CONTRACTORS

1. Tender to be witnessed at page No.38-39 of Tender Documents.
2. The tender/ tenders containing conditions contrary to those specified in this document shall be summarily rejected.
3. In Schedule - 'A' appended to the Tender Documents, the %age rate must be filled both in words and figures. Accordingly, the overall quoted amount of the tender should be worked out.
4. The contractor(s) shall quote the rates keeping in mind, 'General Conditions of Contract of CPWD Works-2020' as amended from time to time, special contract conditions and particular specifications enshrined under the Bid Document etc.
5. The contractor(s) shall quote the rates keeping in mind, all taxes, Cess, GST etc. etc.



# PART- A

CPWD FORM- 7 including Schedule A to F

C.H.B.-C.P.W.D. - 7

**CHANDIGARH HOUSING BOARD**

STATE	U.T. ,Chandigarh	CIRCLE	II
BRANCH	Public Health	DIVISION	VII(PH), CHB
ZONE	Chandigarh	SUB DIVISION	I(PH)

**PERCENTAGE TENDER & CONTRACTS FOR WORKS**

A **Complete cleanliness & sweeping of all rooms, toilets, corridors, collection & removal of garbage of Block 'B' of CHB office complex including required material & equipments.**

- i. To be opened in presence of tenderers who may be present at \_\_\_\_\_ Hours on \_\_\_\_\_ 2023 in the office of Executive Engineer-VII(PH), Chandigarh Housing Board, Chandigarh.

Downloaded by \_\_\_\_\_ (contractor)

**TENDER**

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F. Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Chairman, CHB within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for Seventy Five (75) days from the last day of receipt of bids and not to make any modifications in its terms and conditions.

A sum of Rs.2,93,000/- has been deposited by bank-to-bank transfer using SBI MOPS or RTGS/ NEFT transfer through <https://etenders.chd.nic.in> portal. A copy of UTR No/ Transaction slip is scanned & uploaded. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said Chairman, CHB or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money absolutely. Further, if I/we fail to commence work as specified, I/we agree that Chairman, CHB or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said Performance Guarantee absolutely, otherwise the said Performance Guarantee shall be a Guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2, 12.3 and 12.5 of the tender form.

EE-VII(PH)

38

Further, I/We agree that in case of forfeiture of Earnest Money or Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/we undertake and confirm that the eligible similar works has/have not been got executed through another contractor on back to back basis. Further that if such a violation comes to the notice of the department then I/we shall be debarred for tendering in CHB in future forever. Also if, such a violation comes to the notice of the department before the date of start of work then the Engineer-in-charge shall be free to forfeit the entire amount of Earnest Money/ Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated \_\_\_\_\_

Witness: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

**Signature of the contractor**

Postal Address

EE-VII(PH)

**ACCEPTENCE**

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the Chairman, Chandigarh Housing Board, for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

The letters referred to below shall form part of this contract Agreement-

- a)
- b)
- c)

For & on behalf of the Chairman,  
Chandigarh Housing Board  
Chandigarh.

Signature

Dated

Designation



### PERFORMA OF SCHEDULES

(Operative Schedules to be supplied separately to each of the intending tenderer)

#### SCHEDULE "A"

##### Building Work

Schedule of Quantities for Work (Enclosed) which starts at page 51

#### SCHEDULE "D"

Extra schedule for specific requirements/documents for the work if any: - Nil

#### SCHEDULE "E"

Reference to General Conditions of contract of 2020 with amendments upto date

i)	Name of Work	Complete cleanliness & sweeping of all rooms, toilets, corridors, collection & removal of garbage of Block 'B' of CHB office complex including required material & equipments.
ii)	Estimated cost of Work	Rs.1,46,38,610/-
iii)	Earnest Money	Rs.2,93,000/-
iv)	Performance Guarantee	5% of the tendered value
v)	Security Deposit	2.5% of tendered value

#### SCHEDULE "F"

Reference to General Conditions of Contract

##### GENERAL RULES AND DIRECTIONS

Officers inviting tender : -	Executive Engineer-VII(PH) Chandigarh Housing Board, Chandigarh.
Definitions	
2(v) Engineer-in charge	Executive Engineer-VII(PH) Chandigarh Housing Board, Chandigarh.
2(viii) Accepting Authority	Chandigarh Housing Board, Chandigarh.
2(xii) Department	Chandigarh Housing Board, Chandigarh
2(xiii) Specifications	Latest CPWD Specifications and as specified in Tender Document.
9(ii) Standard CPWD Contract form	CPWD form 7 as modified & corrected up to last date of receipt of tender.
<b>Clause 1</b>	
i) Time allowed for submission of Performance Guarantee , programme chart (Time and progress )and applicable labour licenses , registration with EPFO, ESIC and BOCW welfare board or proof of applying	7 Days

EE-VII(PH)



thereof from the date of issue of letter of acceptance			
ii) Maximum allowable extension beyond the period provided in 'i.' above Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above .....		7 days	
<b>Clause 5</b>			
Number of days from the date of issue of letter of acceptance for reckoning date of start		10 Days	
(i)	Mile Stone(s)	Not Applicable	
(ii)	Time allowed for execution of work	616 Days	
<b>Authority to decide:</b>			
(i)	Extension of time	Superintending Engineer	
(ii)	Rescheduling of mile stones	Superintending Engineer	
(iii)	Shifting of date of start in case of delay in handing over of site	Superintending Engineer	
<b>PERFORMA OF SCHEDULES Clause 5</b>			
<b>Schedule of handing over of site</b>			
Part	Portion of site	Description	Time Period for handing over reckoned from date of issue of letter of intent.
Part-A	Portion without any hindrance	-	-
Part-B	Portions with encumbrances	-	-
Part-C	Portions dependent on work of other agencies	-	-
	The contractor shall submit the Time and Progress Chart and progress report using the mutually agreed software or in other format decided by Engineer-in-Charge for the work done		



during previous month to the Engineer-in-charge on or before 5 <sup>th</sup> day of each month failing which a recovery shall be made on per week or part basis in case of delay in submission of the monthly progress report.		
<b>Clause 7</b>		
Gross work to be done together with net payment/ adjustment of advances for materials collected, if any, since the last such payment for being eligible to interim payment.		As per actual work done at site of work.
<b>Clause 7A</b>		
Whether Clause 7A shall be applicable Clause 7A (No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC, whatever applicable are submitted by the contractor to the Engineer-in-Charge.)		Yes
<b>Clause 10 A</b>		Not Applicable
<b>Clause 10 B</b>		
Whether Clause 10 B (i) shall be Applicable		Not Applicable
Whether Clause 10 B (ii) shall be Applicable		Not applicable
Whether Clause 10 B(iii) shall be Applicable.		Not applicable
<b>Clause 10 C</b>		Not applicable
<b>Clause 10 CC</b>		Not applicable
<b>Clause 11</b>		
Specification to be followed for execution of work.		CPWD Specifications with correction slips upto date.
<b>Clause 16 Action in case Work not done as per Specifications</b>		
Competent authority for deciding reduced rates.		Superintending Engineer CHB
<b>Clause 18</b>		
List of mandatory machinery, Tools & Plants to be deployed by the contractor at site		1. Walk-Behind Floor Cleaner/ Ride-On Sweepers 2. Vacuum Cleaner 3. Glass Cleaning Kit



	4. Telescopic rod approx. 40 feet with assembly (For glass cleaning)
	5. Bucket
	6. Soft Brooms
	7. Stick Brooms
	8. Wiper
	9. Dust Pan

**Note: The above listed T&P can be modified as per site requirement and direction of Engineer-in-Charge.**

**Clause 19**

Clause 19 C	Rs. 500/- penalty for each default
Clause 19 D	Rs. 500/- penalty for each default
Clause 19 G	Rs. 500/- penalty for each default
Clause 19 K	Rs. 500/- penalty for each default

**Clause 25**

Settlement of Disputes & Arbitration:	Conciliator, Arbitrator
---------------------------------------	-------------------------

**Clause 32**

Requirement of technical representative(s) and recovery rates.	Not Applicable
--	----------------

**Clause 34(i)**

Extent of GST payable by Contractor for Building and Construction works.	GST 18% Applicable. Any Increase/ decrease in the rate of GST as on the last date/extended date of submission of tender will be adjusted accordingly
--	--

**Clause 38**

Theoretical consumption of Material	Not Applicable
-------------------------------------	----------------

**SCHEDULE OF ITEMS TO BE ATTACHED WITH THE DNIT FOR THE WORK OF COMPLETE CLEANLINESS & SWEEPING OF ALL ROOMS, TOILETS, CORRIDORS, COLLECTION & REMOVAL OF GARBAGE OF BLOCK 'B' OF C.H.B. OFFICE COMPLEX INCLUDING REQUIRED MATERIAL & EQUIPMENTS.**

Approximate Amount	Rs.1,46,38,610/-
Earnest Money	Rs.2,93,000/-
Time Limit	616 Days

The detail of area of operation is given below: -

**AREA OF OPERATION:**

**BLOCK 'B' (approx. area 15830 Sgm)**

- Ground Floor, typical floor upto VI<sup>th</sup> Floor and Roof Top including all Toilets, Rooms, Passages, balconies, etc., etc.  
Complete
- BASEMENTS (Two Levels)  
Complete
- All internal roads, parking's, pavements and open spaces, etc., etc.  
Complete as per reference drawings enclosed.

**BLOCK 'A'**

- Sub Station and DG Set Room  
Complete

**BLOCK 'C'**

- Basement  
Complete

**SCHEDULE OF QTY. FOR CLEANLINESS MATERIAL REQUIRED FOR CLEANLINESS OF OFFICE BUILDING BLOCK 'B', CHB, SECTOR 9, CHANDIGARH (FOR THE PERIOD OF FINANCIAL YEAR 2023-2025).**

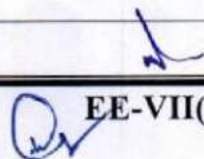
S. No.	Description	Total Qty.	Rate including GST	Amount
1	Green Chemical Toilet Cleaner	4 Can (3.0 ltr.)	5510.00 Each	22040.00
2	Floor Duster	35 Nos.	37.00 Each	1295.00
3	White Duster	35 Nos.	25.00 Each	875.00
4	Naphthalene Balls 1kg pack	23 kg	270.00 Kg.	6210.00
5	Multipurpose Cleaner Stride	1 Can (3.0 ltr.)	5670.00 Each	5670.00
6	Hit	14 Nos.	305.00 Each	4270.00
7	Room Fresher Premium 125gm/217 ml	15 Nos.	140.00 Each	2100.00
8	Dettol Liquid Soap 900ml	21 Nos.	155.00 Each	3255.00
9	Dettol Liquid Soap 200ml	8 Nos.	95.00 Each	760.00
10	Soap 125 gm	10 Nos.	38.00 Each	380.00
11	Flush Matic Harpic 50gm	8 Nos.	162.00 Each	1296.00
12	Green Chemical glass Cleaner	2 Can (3.0 ltr.)	3540.00 Each	7080.00
13	Detergent Powder 500gm	15 Nos.	60.00 Each	900.00
14	Vim Powder 500gm	10 Nos.	40.00 Each	400.00
15	Toilet Roll 10cmX10cm	10 Nos.	20.00 Each	200.00
16	Odonil Nature Air Freshener	43 Nos.	60.00 Each	2580.00
17	Spray Pump 500ml	4 Nos.	85.00 Each	340.00
18	Bans Zaru with bans Rod	7 Nos.	335.00 Each	2345.00
19	Dry Mop	9 Nos.	315.00 Each	2835.00
	<b>TOTAL</b>			<b>64831.00</b>
	Add Labour Cess		1%	648.00
	<b>TOTAL</b>			<b>65479.00</b>

Cost of material & equipments for 1(one) month

Rs. 65479.00

Cost of material & equipments for 20.23 (616 Days) Months

Rs. 1324640.00

 EE-VII(PH)

46

SCHEDULE FOR COMPLETE CLEANLINESS AND SWEEPING OF ALL ROOMS, TOILETS, CORRIDORS, COLLECTION & REMOVAL OF GARBAGE OF BLOCK 'B' OF CHB OFFICE COMPLEX (FOR THE PERIOD OF FINANCIAL YEAR 2023-2025).

**LABOUR COMPONENT**

S. No.	Description	Qty.	Period	Rate	Amount	
1	W. Munshi	1 Nos.	20.23 (616 Days)	Months	34058.00	Rs.6,88,993.00
2	Safaikaramchari	24 Nos.	20.23 (616 Days)	Months	26003.00	Rs.1,26,24,977.00
	<b>TOTAL</b>					<b>Rs.1,33,13,970.00</b>

*(Signature)*  
EE-VII(PH)

**WORK MUNSHI**

S. No.	Description	Qty	Rate	Amount
i)	Monthly Wages of Work Munshi (As per DC rates For the period 01.04.2022 to 31.03.2023)	1 No.	24180	24180
ii)	Add GST @18% (multiplying factor 0.2127 on item no (iii))		0.2127	5143
	<b>Total</b>			<b>29323</b>
iii)	Add Contractor's Profit		15.00%	4398
	<b>Total</b>			<b>33721</b>
iv)	Add Labour Cess		1.00%	337
	<b>Total</b>			<b>34058</b>

**SAFAI KARAMCHARI**

S. No.	Description	Qty	Rate	Amount
i)	Monthly Wages of Safai Karamchari (As per DC rates for the period 01.04.2022 to 31.03.2023)	1 No.	18461	18461
ii)	Add GST @18% (multiplying factor 0.2127 on item no (iii))		0.2127	3927
	<b>Total</b>			<b>22388</b>
iii)	Add Contractor's Profit		15.00%	3358
	<b>Total</b>			<b>25746</b>
iv)	Add Labour Cess		1.00%	257
	<b>Total</b>			<b>26003</b>



SCHEDULE FOR COMPLETE CLEANLINESS AND SWEEPING OF ALL ROOMS, TOILETS, CORRIDORS, COLLECTION & REMOVAL OF GARBAGE OF BLOCK 'B' OF CHB OFFICE COMPLEX INCLUDING REQUIRED MATERIAL & EQUIPMENTS (FOR THE PERIOD OF FINANCIAL YEAR 2023-2025).

**GENERAL ABSTRACT OF COST**

S. No.	Description	Amount
1	Labour Component	Rs.1,33,13,970.00
2	Material and Equipment	Rs.13,24,640.00
	<b>Total</b>	<b>Rs.1,46,38,610.00</b>

EE-VII(PH), CHB

SDE-I(PH), CHB

EE-VII(PH)



**Mile stone Programmer**

(In Physical Terms/Financial Terms)

S. No.	Description of Milestone (Physical)	Time allowed in Days (from date of start)	Amount to be with-held in case on non-achievement of respective milestone.
	Not applicable		

**CHANDIGARH HOUSING BOARD, CHANDIGARH**

**TENDER FORM**

**SCOPE OF WORK**

- a) Cleaning and Sweeping, moping of floor of rooms, corridors and staircase etc. of office complex including sweeping of roads, pedestrians pathway and passages, pavement within and along the boundary wall of CHB complex, cleaning and washing of Sanitary ware, cleaning of glass panes of doors and windows, ventilators, removal of cob-webs, cleaning of Blocked Floor Traps and gully traps/ Road gullies, cleaning of man holes, open / covered drains and sewer line , removal of garbage and waste materials etc. The rates further includes mechanically cleaning and sweeping of circulation area once in fortnight, pressure/manually cleaning of glass panes of external doors/windows and ventilators once in a month, carrying out pest control in all rooms once in month / Pasting of stickers as desired by the E.I.C and all items mentioned in the scope of work as mentioned in the Bid Document.

**DETAIL OF OTHER ACTIVITIES: (DAILY)**

**Schedule of Housekeeping Services**

- | Sr. No. | Area & Activity   |
|---------|---|
| 1.      | Office area:- All 'B' block, Open area and reception area and all internal roads, parking's, pavements and open spaces, etc., etc |
| 2.      | Dustbin Cleaning  |
| 3.      | Cleaning, Sweeping & Mopping of floors with Disinfectant cleaner of all the floors including staircases and all the rooms/halls   |
| 4.      | Cleaning, Sweeping & Mopping of common areas  |
| 5.      | Cleaning of partitions/cubical etc.   |
| 6.      | Removing of stains  |
| 7.      | Cleaning of doors, windows, window glass and grills, window panes, furniture, fixtures, venetian blinds, window edges             |
| 8.      | Stains, Spills, footmarks on floor  |
| 9.      | Reception area  |
| 10.     | Mopping of toilets  |



11. Check working of exhaust fans
12. Stair case cleaning, sweeping & mopping
13. Change/check of toilets papers/napkins if any.
14. Removal of waste papers and any other garbage and blockage and choking from the entire area covered under the tender.
15. Cleaning of baskets, wastepaper baskets, cobwebs and disposing off all collected refuse at designated site.  
Acid-cleaning and scrubbing of toilets, wash basins, sanitary fittings, glasses & mirrors & toilet floors.
16. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Restock toiletries, which include Liquid hand soap, air freshener and Naphthalene balls in toilets after daily check-ups in the morning, afternoons and on call basis during day time.
17. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the tender.
18. Cleaning, sweeping, dusting, mopping, scrubbing of canteen, reception, security rooms, committee room, conference room, Meeting rooms should be checked at regular intervals.
19. The staff of the successful bidder will arrange the conference rooms and also remove garbage, wastages etc. immediately after the event is over.
20. The wastage will be removed twice/as per requirement in a day from the office.
21. Thorough cleaning, sweeping, washing, mopping with disinfectant cleaners of all floors, staircases and toilets. Scrubbing of all floors and ceramic tiles base. Cleaning of ceilings and high walls, cleaning of roofs, terrace etc.
22. Vacuum Cleaning of carpets & upholstery, if any.
23. Cleanliness of blocked F. T's/G. T's/R. G's.
24. Cleanliness of manholes, open/covered drains & sewer lines
25. Cleaning & sweeping of Car-Parks & Drive Ways.
26. Mechanical cleaning with rubber thread of floor areas.
27. Cleaning of all chrome fittings, glass frames, soap holders etc. to a shiny finish.



28. Successful bidder will provide duty register to concerned CHB authority.
29. All other work which area not listed here
30. Carrying out pest control in all rooms at least once a month.
31. All material/uniform to staff is to be borne by the agency.
32. Eight of the safaikaramchari and One Work Munshi shall not leave office at least upto office hours
33. The penalty @Rs.800/- per day shall be levied for unsatisfactory quality of work & the decision of EE shall be final in this regard
34. The penalty @Rs.800/- per day per worker falling short of the prescribed number shall be levied.
35. The mechanically cleaning and sweeping of circulation area once in fortnight, pressure/manually cleaning of all glass panes (Internal & External) & panels of all doors/windows (Internal & External) and all ventilators (Internal & External) once in a month, carrying out pest control in all rooms once in month / Pasting of stickers as desired by the Engineer-In-Charge.
36. The penalty @Rs.3000/- shall be levied for non-cleaning of floors mechanically/pressure cleaning of windowpanes per default.
37. The penalty @Rs.2500/- for non-carrying out pest control in all rooms at least once a month shall be levied.
38. The Medical kit / Safety kit for the workers shall be provided by the agency and the cost is to be borne by the agency. Further, medical checkup report of the workers shall be submitted on quarterly basis by the agency.

**NOTE: The contractor shall engage minimum Twenty Four Safai Karamcharies (17 men + 7 Ladies) along with one (1) Work Munshi for the work of Complete cleanliness & sweeping of all rooms, toilets, corridors, collection & removal of garbage of Block 'B' of CHB office complex including required material & equipments.**

*[Signature]*  
EE-VII(PH)

**GENERAL TERMS AND CONDITIONS:**

1.	The Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh shall have absolute rights and powers for the revocation of said guarantee, in default of any clause of this contract, without any prior notice and no claim whatsoever on this account shall be entertained.
2.	Income Tax as applicable on the total amount will be deducted at source.
3.	a) The contributions under EPF & ESI shall be regularly paid and deposited by contractor for all employees deputed for the execution of contract in question and that certified copies of receipts issued by respective offices shall be produced by the contractor every month before the payment due to them is released for the next month by the Board. b) The amount under EPF & ESI has not been accounted for and the employer share shall be reimbursed to the contractor on minimum wage as per prevailing DC (UT) rates on actual basis after producing the certified copies of receipts issued by respective offices.
4.	Toilets in the area to be cleaned at least twice a day to maintain hygienic atmosphere and also as and when required. The contractor will provide the necessary cleaning materials such as liquid soap, naphthalene balls, phenyl, fresheners, detergent, equipment etc. and these will not be supplied by the office. The material & equipment supplied should be of a superior quality.
5.	The contractor will ensure that the garbage should not be left outside the garbage bins. It should be put in the garbage bins and removed twice a day and ensure that the surroundings of the garbage bin remain neat and clean.
6.	Cleanliness work in the morning shall be finished at least in office rooms/area in any case by 8.30 A.M. or before the start of the office hours.
7.	The penalty for non-commencement of work up to and including seven days after the date of start of work mentioned in the letter issued for the allotment of said work shall be one percent, per day but, it shall in no case exceed 10% of the yearly contract amount. The Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing board, Chandigarh or any other authority who sign the contract on his behalf, shall have the power to condone the delay to reduce or remit the penalty so imposed to any extent, on the written application of the Contractor, in case the authority competent to do so finds that the grounds given by the contractor are reasonable and satisfactory.

*[Signature]*  
EE-VII(PH)

8.	The decision of the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh with regard to the determining of quality of work/services done by the contractor shall be final and acceptable to the contractor. The contractor shall, therefore, rectify the defect so pointed out without any extra payment. The Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh also reserves the rights to get the work/service so rejected done/replaced at his own level at the risk and the cost of the contractor, after giving him a notice in writing, and the expenditure incurred on this account shall be recovered from the bills of the Contractor or any other outstanding dues or by revocation of any or all parts of the bank guarantee as he may think proper.						
9.	The contractor shall engage minimum <b>Twenty Four Safai Karamcharies (17men + 7 Ladies)</b> for the cleanliness of the block 'B' CHB, contract along with <b>one Work Munshi</b> . The contractor shall immediately communicate their names, parentage, residential address, age etc. and when deployed or changed from time to time. It will be the responsibility of the contractor to ensure that the officials deployed fulfil the following minimum qualifications. The qualifications can be modified/changed during the tenancy of the contract by E.I.C. and the decision will be binding on the contractor. Attendance of the all cleanliness staff will be maintained by the Work Munshi at 7.00 AM morning.						
	<table border="1"> <thead> <tr> <th data-bbox="331 1160 614 1216">DESIGNATION</th> <th data-bbox="614 1160 1410 1216">MINIMUM QUALIFICATIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 1216 614 1352">Safai Karamcharies</td> <td data-bbox="614 1216 1410 1352">Literate suitable for unskilled work having the required skill for performing the tasks &amp; experience and trained for this purpose</td> </tr> <tr> <td data-bbox="331 1352 614 1489">Work Munshi</td> <td data-bbox="614 1352 1410 1489">Should be matric pass having the required skill for performing the tasks &amp; experience and trained for this purpose.</td> </tr> </tbody> </table>	DESIGNATION	MINIMUM QUALIFICATIONS	Safai Karamcharies	Literate suitable for unskilled work having the required skill for performing the tasks & experience and trained for this purpose	Work Munshi	Should be matric pass having the required skill for performing the tasks & experience and trained for this purpose.
DESIGNATION	MINIMUM QUALIFICATIONS						
Safai Karamcharies	Literate suitable for unskilled work having the required skill for performing the tasks & experience and trained for this purpose						
Work Munshi	Should be matric pass having the required skill for performing the tasks & experience and trained for this purpose.						
10.	For the purpose of proper identification of the employees of the contractor deployed at various points, the contractor shall himself issue them the identity cards/identification document and uniform to his employees and they shall be duty bound to display the identity cards at the time of duty.						

EE-VII(PH)



11. The Engineer-in-charge or any other persons so authorised by him, for the purpose shall be at liberty to carry out any surprise check on the working of the person so deployed by the Contractor in order to ensure that the required number of person are deployed and that they are doing their duties properly.
12. On taking over the responsibility of providing sanitation facilities, the Contractor shall formulate the mechanism & duty assignment chart for the sweeping of whole area i.e. rooms, toilets, corridors and open spaces etc. for the personnel in consultation with the Engineer-in-charge. Subsequently, the Contractor shall keep on reviewing his arrangements from time to time and may advise the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh in writing about additional measures, if any required to be taken for further streamlining the said arrangements. But the contractor shall be bound - by to carry out the directions/instructions given to him in this regard by the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh or any officer designated as such by the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh, in this respect from time to time.
13. The persons deployed by the contractor for the work shall be the employees of the Contractor for all intents and purpose and in no case, there shall be any relationship of employer and employees between the said persons and the Board shall accrue implicitly or explicitly.
14. The persons so deployed shall be under the overall control and supervision of the contractor and the contractor shall be liable for payment of their wages etc. and all other dues which the contractor is liable to pay under various labour regulations and other statutory provisions. The Chandigarh Housing Board shall be absolved of any such liability at its own level.
15. The contractor shall ensure that all the employees get minimum wages and other benefits as are admissible under various labour laws. The contractor shall provide full information in respect of the wages etc. paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Rules 1971.
16. The contractor shall be responsible for fulfilling all his obligations towards the persons deployed under law, namely, under the Minimum Wages Act, E.P.F., ESI Act, Maternity Benefit Act, Shops & Establishment Act, Bonus Act, etc., as applicable and amended from time to time
17. The contract shall conform to the provisions of Central/State Act(s) or the Regulations on the subject as well as terms and conditions of the contract.
18. The Contractor shall make the payment of wages etc. to the persons so deployed in the presence of representative of the Board as and when the





Chandigarh Housing Board desired and shall on demand furnish copies of wages register/muster roll etc. for having paid all the dues to the persons deployed by the contractor for the work under the agreement. This obligation is imposed on the contractor to ensure that the contractor is fulfilling his commitments towards his employees so deployed under various labour laws, having regard to the duties of the Board in this respect as the provisions of Contract Labour (Regulation and Abolition) Act 1970. The contractor shall comply with or cause to be complied with the contractor's labour regulations made by the Board from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deduction unauthorised made, maintenance of wages and terms of employment inspection and submission of periodical returns.

19. Any obligation and/or formalities which are required to be fulfilled under the Contract Labour (Regulation and Abolition) Act, 1970 and amended from time to time or any other Act for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses etc. and the contractor shall report the compliance thereof to the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh housing board, Chandigarh. The contractor shall be solely liable for any violation of provisions of the said act or any other act.
20. The uniform will be supplied by the Contractor at his own cost to the persons deployed on his own, as per the Board's instructions.
21. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and for the preservations of peace and protection of persons and property of the Board.
22. In case any of the persons so deployed by the contractor does not come upto the mark or performs his duties improperly or indulges in any unlawful riots or disorderly conduct, the contractor shall take suitable action against such employees on the report of the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh housing board, Chandigarh in this respect.
23. In case of any complaint/defect pointed out by the Board's Authorities, the contractor shall immediately replace the particular person so deployed without further arguments.
24. The contractor shall deploy his persons in such a way that the persons get weekly rest, the working hours/leave for which the work is taken from him under relevant provisions of shops and establishments Act The contractor shall in all dealings with the persons in his employment have due regard to all



	<p>recognised festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act 1970 as amended from time to time or furnishing any information or submitting or filing any settlement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing board, Chandigarh a sum not exceeding Rs.500/- (Rupees Five hundred only) for every default breach or furnishing, making submitting, filing, such materially incorrect statement and in the event of the contractor defaulting continuously in this respect, he shall be liable to pay Rs.100/- per day for the breach of default.</p>
25.	<p>In case any employee of the contractor so deployed enters in dispute of any nature, whatsoever, it will be the sole responsibility of the contractor concerned to contest the same. In case Board is also made party and is supposed to contest the case, the cost if any or the actual expenses incurred towards counsel fee and other expenses shall be paid to the Board by the contractor in advance on demand. Further the contractor shall ensure that no financial or any other legal liability comes on the Board in this respect of any nature whatsoever for the act done by the person of the contractor and shall keep the Board indemnified in this respect. The contractor shall keep the Board indemnified against all loss caused whatsoever in respect of the employees deployed by the contractor at various points.</p>
26.	<p>The Board shall have further right to adjust or readjust or deduct any of the amounts as aforesaid from the payments to be made to the contractor under this contract for providing sanitation services or out of the security deposit of the contractor.</p>
27.	<p>The payment of the amount agreed to shall be made to the contractor on the basis of the monthly bills raised by him and duly certified by the officer designated by the Board regarding quality of work.</p>
28.	<p>The Contractor shall not increase any amount/rate on any ground what so ever during the period of contract.</p>
29.	<p>The contract may be terminated on any of the following contingencies: -</p>
a)	<p>On the expiry of the contract period. Or</p>
b)	<p>A notice at any time during the currency of service, in case the service rendered by the contractor are not found satisfactory and in conformity with the general norms and the standard prescribed for the service.</p>

	Or
c)	For committing breach of any of the terms and conditions of the contract by the contractor. Or
d)	On assigning the contract or any part thereof or any benefit or interest therein or there under by the contractor to any third person for subletting whole or part of the contract to any third person. Or
e)	On contractor being declared insolvent by the competent court of law. During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature to the Board.
30.	In the event of exigencies arising due to the death, infirmity insolvency of the contractor or for any other reason or circumstances the further liabilities of the contract shall be borne by the following on such items, terms and conditions as the Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh may further think proper in public interest or revoke the contract namely: -
i)	Legal heirs in case of sole proprietor.
ii)	The next partners in the case of company or institution otherwise the Chairman shall reserve the right to settle the matter according to the circumstances of the case as he may like proper.
31.	In the event of any question, dispute/difference arising out under this contract or in connection herewith (except as to matters the decision of which is specifically provided under this contract) the same shall be referred to the sole arbitration to Chairman or his authorised nominee i.e. Chief Engineer, Chandigarh Housing Board.
32.	The award of the Arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing work or neglecting his work or being unable to act for any reason, whatsoever, the Chandigarh Housing Board, Chandigarh shall appoint another person to act as Arbitrator in place of the outgoing arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

33.	The expression Chairman or his authorised representative i.e. Executive Engineer, Chandigarh housing Board, Chandigarh shall mean and include an acting/ officiating Chairman or his authorised representative i.e. Executive Engineer, Chandigarh Housing Board, Chandigarh.
34.	The arbitrator may from time, with the consent of all the parties extend or decrease the time for making (and publishing) the award.
35.	The arbitrator may give such directions, as may be required.
36.	Subject to the aforesaid provisions, the arbitrations Act 1940 and the rules made hereunder and any modification thereof from the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
37.	The venue of the arbitration shall be Chandigarh.
38.	The contractor shall be liable for and shall also indemnify the CHB and its employees against all liabilities, losses, claims, demands, proceeding, damages, costs, charges and expenses and further agrees to defend, indemnify and hold the Board and its employees harmless from any penalty whatsoever in respect of any injury or damage to any property of to personals during the execution of work or by the action of any central or state or local authority for violation by the contractor or sub-contractor engaged on the work as per Bid Document.
39.	Any error or mistake in the nomenclature, unit, can be corrected at any stage.
40.	The conditional tender or tenders without earnest money are not acceptable and shall be rejected.
41.	The undersigned reserves the right to reject any or all tenders without assigning any reason.
42.	All the disputes are subject to Chandigarh Jurisdiction.
43.	Work shall be open to inspection of Engineer-in-Charge or his representatives during any time of the day.
44.	Nothing shall be paid on account of carriage, loading, unloading.
45.	Agency should have independent EPF code number from the RPFC otherwise agency shall deposit the necessary contribution in respect of the employees as per the Regional Provident Fund Rules.
46.	The cleanliness has to be maintained throughout the day, even if it requires frequent washing/cleaning/sweeping.
47.	The work shall be carried out to the entire satisfaction of the Engineer-in-Charge or his authorised representative. Payment shall be released only after thorough satisfaction of the work done by the agency.
48.	The agency willing to tender for cleaning should be a registered agency.



49.	Rates shall be quoted by the agency in words and figures.
50.	If the Head Quarter of the successful bidders is at a place other than Chandigarh, he shall have a duly authorized agent in Chandigarh from the date of commencement of the work till the work is virtually completed/agreement is executed in full. Such agent shall be authorized to act on behalf of the successful bidders. Any notice under the contract shall be deemed to have been served on the successful bidder, if served upon such agent or sent by registered letter at his address in Chandigarh. Such agent shall not be changed and shall not leave Chandigarh during the period of the contract without the prior approval of the Engineer-in-Charge. If the Engineer-in-charge shall require the successful bidder to carry out rectification of defects under the terms of the contract after the work has been completed, the successful bidders shall have the same or another duly authorized agent in Chandigarh while such rectifications are being carried out.
51.	Water will be supplied by the Chandigarh Housing Board. No charges will be deducted levied/paid/Deducted from the Agency/ Firm/ Contractor/ Tenderer in this account.



**SPECIMEN OF DATA COLLECTION PERFORMA/QUESTIONNAIRE**

<b>Ref:</b>	Tender invited by Chandigarh Housing Board, Chandigarh for the following scope of work: -	
a)	Complete Cleanliness & sweeping of all rooms, corridors, collection and removal of garbage of Block 'B' of CHB office complex including required material & equipments as per the DNIT enclosed.	
b)	All Toilets to be cleaned at least twice a day and also as and when required.	
1.	Name of the Organisation.	
2.	Type of Business Organisation Private / Public/Sole/Partnership/Co-Operative etc.	
3.	Office location with complete address with telephone/Mobile No.	
4.	Name(s) of the owners/partners with ratio for entrepreneurship with complete address and telephone Nos.	
5.	Financial and physical resources/facilities in terms of firm's property, assets held (fixed and moveable), means of communication & infrastructure available.	
6.	EPF, ESI Code No.	
7.	Date and period of existence of the firm in the present business.	
8.	Staffing position in terms of Employees' strength:	
	i) No. of Personnel	
	ii) Categories of Personnel	
	iii) Qualifications	
	iv) Experience details	
	v) Source of recruitment	
	vi) Copy of Muster Rolls/ Records / Registers being maintained.	



9.	List of clients/credentials should be uploaded separately under the following heads:	
	i) Name of the company	
	ii) Date of commencement of the business with the above firm(s)	
	iii) Job Assigned	
	iv) Total strength employed (Category wise)	
	v) Commendation letters (if any)	
10.	Three references with their complete contact addresses	
11.	Mode of verification of antecedents of personnel to be provided	
12.	Charges (Labour & Material) L.S. Charges to be quoted by agency	
13.	Any other information	
<b>NOTE:</b>		
i)	Information may be given on separate sheet against the columns mentioned above.	
ii)	Incomplete tenders will not be considered.	
Place:		Signatures (Name & Address)
Date:		

**STICKER TO BE PASTED IN EACH AREA FOR CARRYING OUT THE JOB AS FOLLOWS:**

Sr. No.	Description	Remarks
1.	Mechanized Cleaning	Job done (dated) _____
		Next due on _____
1.	Pest Control	Job done (dated) _____
		Next due on _____
Signature of AE/JE (Incharge)		Signature of Work Munshi

Executive Engineer-VII (PH)  
Chandigarh Housing Board  
Chandigarh

EE-VII(PH)





**FORMAT OF INDEMNITY BOND.**

(To be furnished in Stamp paper as per Stamp Act)

(At presents not less than Rs.80/-Stamp paper)

This deed of indemnity executed by hereinafter referred to as Indemnifier which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, representative and assignees in favour of Chandigarh Housing Board, hereinafter to as the indemnified which expression shall unless repugnant to the context of meaning thereof, include its successors and assignees witness us to.

Whereas the indemnified herein has awarded to the Indemnifier therein a contract for the **'Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & removal of garbage of block 'B' of CHB Office Complex including required material & equipments.'** on terms and conditions set out interalia in contract/Award No. \_\_\_\_\_ valued at Rs. \_\_\_\_\_ only)

And whereas the above mentioned contract provides for **'Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & removal of garbage of block 'B' of CHB Office Complex including required material & equipments.'** as per terms & conditions of the contract.

The indemnifier hereby irrevocably agrees to indemnify the indemnified that he shall be liable for and shall also indemnify the CHB and its employees against all liabilities, losses, claims, demands, proceeding, damages, costs, charges and expenses and further agrees to defend, indemnify and hold the Board and its employees harmless from any penalty whatsoever in respect of any injury or damage to any property of to personals during the execution of work or by the action of any central or state of local authority for violation by the contractor or sub-contractor engaged on the work in respect of his contractual obligations emanated from the contract already referred to the extent of Rs \_\_\_\_\_/- Rupees \_\_\_\_\_ only)

This indemnity shall be in force up to the date of the item from our end.

Name.  
Designation.

WITNESS:

- 1.
- 2.

**FINANCIAL BID FOR THE WORK OF COMPLETE CLEANLINESS & SWEEPING OF ALL ROOMS, TOILETS, CORRIDORS, COLLECTION & REMOVAL OF GARBAGE OF BLOCK 'B' OF C.H.B. OFFICE COMPLEX INCLUDING REQUIRED MATERIAL & EQUIPMENTS.**

Part	Description	Amount
A	Complete Cleanliness & Sweeping of all Rooms, Toilets, Corridors, Collection & Removal of Garbage of block 'B' of Chandigarh Housing Board, Chandigarh office Complex including required material & Equipments (For The Period of Financial Year 2023-2025) (As per NIT).	Rs.1,46,38,610/-
	<p>I/We will charge _____% (in figures) including GST &amp; all Taxes/Cess i.e. (a)* percent (in words) _____ (b)*(write above or below) on the total amount of <b>Rs.1,46,38,610/- (Rupees One Crore Forty Six Lakh Thirty Eight Thousand Six Hundred Ten Only).</b></p> <p>The overall amount of the Tender comes out to be Rs. _____ (in figures) be (Rupees _____ (c)* (in words) with my quoted Rates.</p>	

**\* Note:**

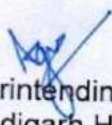
- For filling up the portion marked (a)\* above the agency is to quote the percentage in figure and words. Percentage is to be quoted up to three digits after decimal.
- For filling up the portion marked (b)\* above, the agency is to quote **either above or below**
- For filling up the portion marked (c)\* above the agency is to quote the amount in figures and words.
- In case of any ambiguity or difference between the quoted percentage and amount, the amount worked out at '(c)' above will be considered as correct and the percentage will be considered accordingly.
- The aforesaid amount should include GST/all taxes & Cess to be paid by the tendering Company/Firm/Agency to various Government Departments and other statutory bodies excluding ESI, and Provident Fund. However, in respect of ESI, Provident Fund as referred above on this work, if levied by the Govt. the same shall be paid by the contractor to the concerned department and it will be reimbursed to him by the CHB, payment issue authority after submission of the proof of payment of ESI, Provident Fund to the concerned Department'.
- In addition to the above amount as quoted, CHB shall pay to the tendering Company/Firm/Agency only increase in the minimum Wages as fixed from time to time by Deputy Commissioner, UT Chandigarh and EPF, ESI as per statutory

provisions in this regard, subject to the tendering Company/ Firm/ Agency providing adequate documentary proof of having paid the same to all the persons/ workers/ concerned Department.

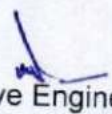
7. If any tendering Company/ Firm/ Agency want to pay to the person/ worker at rates higher than the Minimum Wages, the same shall be borne by the agency. On this account nothing shall be paid extra by the CHB.
8. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been performed by each person/workers.

Dated

Signature of the Bidder (s)


  
Superintending Engineer-II  
Chandigarh Housing Board  
Chandigarh.

8/5/2023

  
Executive Engineer-VII(PH)  
Chandigarh Housing Board  
Chandigarh.

8/5/2023

This NIT containing 1 to 67 pages amounting to **Rs.1,46,38,610/- (Rupees One Crore Forty Six Lakh Thirty Eight Thousand Six Hundred Ten Only)** is hereby approved.

  
Chief Engineer  
Chandigarh Housing Board  
Chandigarh.

12/5/2023  
12/5/23

  
EE-VII(PH)