

# Punjab Land Records Society

## Ludhiana

Name of Firm:- _____	
Address:- _____	
_____	
D.D No _____	Dated:- _____
Signature _____	

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Last date of deposit Proposals | 20-03-2017 (Before 11:00 AM) |
| 2. Opening of Proposals           | 20-03-2017 (At 3:00 PM)      |

## House Keeping Services at Sub registrar offices Ludhiana

### I) Instructions to the Applicant:-

The present application is being invited for HOUSE KEEPING SERVICES, under which the service provider will provide his/ her HOUSE KEEPING SERVICES in the specified areas of the Sub registrar offices (East, West, South) Ludhiana as specified in the scope of work.

### II) Cost of document:-

- a. The cost of the document will be **Rs.1000/-** only (Rupees One thousand only)  
(Demand Draft in favour of PUNJAB LAND RECORD SOCIETY PAYABLE AT LUDHIANA at the time of submission of form)
- b. The cost of the document will be **non- refundable**.
- c. The document comprises of the following:-
  - i) Application for HOUSE KEEPING SERVICES to the Sub registrar offices including:-
    - Detailed terms and conditions, as mentioned below and in subsequent pages of the document.
  - ii) Form for providing of HOUSE KEEPING SERVICES to the PLRS (**Annexure- A**)
  - iii) Scope and Detail of area to be served (**Annexure- B**).
  - iv) Financial price to quote rate of services by the applicant (**Annexure-C**).

### iii) Last Dates of Purchase and submission of document.

- a) The completely filled application in all aspects may be submitted on or before **20-03-2017 (Before 11:00 AM)** by hand. The application received after the last date, will not be accepted, under any circumstances.
- b) The PLRS will not be responsible for any postal delay. The proposal received after last date will be straightway rejected, without any further notice.
- c) The proposal submitted through e-mail or fax will be immediately rejected, and no further correspondence will be made in this matter.
- d) "Proposal FOR HOUSE KEEPING SERVICES" must be written in bold letters, on the envelope containing filled in application.

### IV) Performance Security

- a) The successful contractor/proposer will have to deposit a Performance Security amounting to **Rs.1,00,000/- only** (Rupees One Lacs Only – D.D only ), in the PLRS office within 15 Days **time positively** from the date of allotment of work. In the event of non-deposit of Performance Security, within the stipulated time, the allotment of work will be treated as cancelled.
- b) In case, the contractor withdraw his/her services from the PLRS during the period of Service Contract then the performance security so deposited by him/her will be forfeited.

***c) In case the contractor fails to meet any legal liability such as Employees Provident Fund, Service Tax or any other legal dues, then the Performance Security of the contractor, will be forfeited.***

d) The performance security will be returned after completion of period of Service Contract.

#### **V) Equipments and Tools for services**

a) The contractor will arrange and provide the equipments that will be utilized by him/ her during providing his/ her HOUSE KEEPING SERVICES to the Sub registrar offices.

b) The PLRS will not pay any charges for the equipments that will be arranged and provided/ used by the contractor, during providing his/ her HOUSE KEEPING SERVICES. The contractor is advised to quote such rates, in the appropriate columns of the Price Bid of the Document, so that it may cover the cost of the usage of the equipments/ tools.

c) The contractor will arrange and use the equipments/tools, during providing its services to the PLRS

d) If during the providing of the services, any equipment/ tool of the contractor, becomes un-serviceable or un-functional then the PLRS will not be liable for such loss to the contractor, under any circumstances.

e) When the contractor's agreement will be terminated / completed then the contractor will take the tools / equipments provided by him, in the condition, in which they may be. ***The Contractor can neither claim any depreciation nor replacement of the tools/ equipments from the PLRS.***

#### **VI) Consumables and other materials:-**

a) All the consumables that will be utilized during providing of the HOUSE KEEPING SERVICES of the contractor will be purchased and used by him/ her, by himself/ herself.

b) The PLRS will not pay any extra charges for the consumables/ materials that will be used by the contractor.

c) The sales tax or any other tax on materials and also on the turn over, if any, in respect of this contract shall be payable by the contractor and the PLRS will not be liable for the same.

d) The Contractor will use the material of good quality and renowned brands.

e) All wear & tear should be bear by contractor.

#### **VII) Engagement of Manpower:-**

a) The contractor will provide appropriate number of manpower (both labour and supervisory staff), for ensuring the most professional and best HOUSE KEEPING SERVICES to the Sub registrar office.

b) The personnel will be the employees of the contractor for all means. The PLRS will not have any kind of relationship with them, either directly or indirectly.

c) It is clearly understood by both the parties i.e PLRS and the contractor, that this agreement is only a commercial agreement and not one of creating any employment, in the PLRS, for the manpower engaged by him/ her.

d) The workmen/ labour of the contractor shall have no privity of the contract with the PLRS and there shall be no master / servant relationship between the Sub registrar offices Ludhiana and the contractor's manpower of any nature whatsoever.

e) If the work of any employee or all employees of the contractor will not be of satisfactory nature, then the contractor will have to immediately replace the same. No extra charges will be paid to the contractor for such immediate replacement of manpower.

f) The contractor will ensure that the manpower engaged by him/ her will not enter into any type of union, which will affects the smooth conduct of the Sub registrar offices, in an adverse manner.

g) The contractor will ensure that the manpower engaged by him/ her will not try to mix up with the staff of the Sub registrar offices in such a manner, which adversely affect the smooth functioning of the offices.

### **VIII) Rates for the services**

1. The PLRS will pay the lump sum charges based on Sites, (Sites can be visited on any working days on or before the submission of proposal) to the contractor for his/ her services, as will be quoted by him.

2. The contractor will have to quote monthly rate individually for each *site*.

3. The contractor will have to quote his / her rates of HOUSE KEEPING SERVICES, both in figures and words.

4. In case of any discrepancy between the rates between figures and words then the rates quoted in words will be taken as final.

### **IX Payment of the bill**

a) The contractor will submit his monthly bills to the PLRS on the completion of every month.

b) The contractor will submit his/ her bills for Sub registrar offices Ludhiana (East, West, and South) to the President, Punjab Land Records Society Ludhiana with the **Service Satisfaction Certificate (SSC)** from the sub registrar. If the services are not satisfactory the warning letter should be issued. After two regular warnings contract can be terminated without giving any notice.

c) The contractor will submit his/ her bill on every 30<sup>th</sup>/ 31<sup>st</sup> of every month

### **X) Acceptance / Non- Acceptance of the proposal**

a) The PLRS reserves the right to reject any or all the proposals received without assigning any reason.

b) The acceptance of the proposal will rests with the PLRS, which does not bind itself to accept the lowest proposal and reserves the authority to reject any or all the proposals received without any reasons.

c) All the proposal in which any of the prescribed conditions will not be fulfilled or are incomplete, in any respect, will be rejected.

**d)** On acceptance of the proposal, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the competent authority/officer in-charge will be intimated in writing, by the contractor.

**XI) About Duration of the contract/ Agreement.**

a) The duration of the contract upto 31<sup>st</sup> March 2018.

b) The duration of the contract will be further extendable, with the mutual consent of both the parties i.e. PLRS as well as the Contractor.

**XII) Termination of the Contract**

a) The contract can be terminated on completion of its contract period/ duration.

b) It can also be terminated before the completion of the duration of the contract, by giving one (1) month's advance notice of termination, if the work of the contractor will be below satisfactory level.

c) If the contractor wants to terminate the contract before completion of the contract period then his/ her performance security will be forfeited.

**XIII) Signing of the Contract**

a) The Executive Officer, PLRS Ludhiana will sign the contract/ agreement, on the part of the PLRS.

b) The Contractor himself/ herself, in the case of a sole proprietorship firm, The Managing Partner, in the case of Partnership firm and the Managing Director in the case of a Company will sign the contract, on the part of the contractor.

c) The person/ individual who is signing the tender document as well as the contract/ agreement must be a major, and eligible for entering into a legal contract/ agreement.

d) The contract/ agreement will be signed on the prescribed Performa, containing all the terms and conditions of this tender document, on the non-judicial stamp papers of appropriate value.

e) It will be the duty of the contractor to arrange the non-judicial papers of the appropriate value from the department concerned, so that the contract/ agreement may be entered into.

f) The contractor will sign each and every page of the proposal. Un- signed proposal document will be immediately rejected, and no further correspondence will be made, in this matter.

g) The signed proposal document will also be a part of the contract/ agreement that will be entered between both the parties i.e. the PLRS as well as the Contractor.

**XIV) Starting of work**

a) The contractor will have to provide his/ her services to the PLRS within 15 days of allotment of the work.

b) In case the contractor will not provide his/ her services to the PLRS within the stipulated period i.e. 15 days then he / she will be de-bared from allotment of any type of work, in the PLRS.

**XV) Conditional proposals**

a) The conditional proposals of the contractors will not be entertained, under any circumstances, and no correspondence will be made regarding the same.

**XVI) Confidentiality**

a) The contractor will maintain absolute confidentiality with regard to all the matters that comes to his/ her knowledge by virtue of its contract.

**XVII) Blacklisting of the firm**

a) If Firm/sister concern firm was blacklisted by any Government Department, Public Sector Undertaking or any Autonomous body then his/ her tender document will be straightway rejected and no correspondence will be made, in this matter. (Kindly Attached Deceleration)

b) In case, the contractor will not start his/ her services within 15 days of allotment of work, or refuses to work without prescribed notice period, then he/ she will be Blacklisted by the PLRS and no work of any category will be allotted to him/her.

**xviii) Penalty Clause:-**

For any compliant received from Sub Registrar Offices regarding non compliance of the work, due to shortage of Manpower or any other reason, President, PLRS will impose a penalty amounting to Rs 2,000/-, 5,000/-,10,000/- for first, second and third complaint respectively of the same issue.

After that it shall be treated as beach of the contract and contractor is liable to be blacklisted by Client (PLRS), in addition to forfeiting of the monthly bills and performance security deposit.

**XIX) Jurisdiction of the disputes:-**

a) All the disputes will be subject to the jurisdiction of the Ludhiana Courts only.

b) In case of any dispute the decision of the President, PLRS Ludhiana will be final and binding on the contractor.

**XX) Firm should have experienced of 2 year or more in same field.**

(Attached Proof)

**XXI) Firm/Branch Office should be registered in Ludhiana only.**

(Attached Proof)

## Annexure- A

### (Details of Service Providing Agency)

01 Name of the Agency:- M/s \_\_\_\_\_  
\_\_\_\_\_

02 Name of the Dealing Person:- Sh./Ms./Mrs./Dr. \_\_\_\_\_

03 Position of the Dealing Person \_\_\_\_\_  
(mentioned at Sr. No 02) in the Agency:-

04 Address of the Agency:- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

05 Contact No:- (with code) \_\_\_\_\_

06 E-mail id (if any) \_\_\_\_\_

07 Permanent Account No (Attached Document) \_\_\_\_\_

08 Service Tax No(Attached Document) :- \_\_\_\_\_

09

Note:-

- Please fill the above said detail in Capital letters of English.
- Cutting /over writings should be avoided.
- Non- submission of this form or submission of incomplete form is liable to make this tender invalid.
- Photocopy of this form will not be accepted, under any circumstances.

## Annexure-B

Scope of Work and Detail of area where services will be provided:-

### **HOUSE KEEPING SERVICES (UP-KEEPING)**

In general, the scope of work involves sweeping of entire Sub-Registrar buildings and surroundings of the building and collection of all waste material and disposal of the same as per instructions of the Sub Registrar. The contractor is required to provide sufficient safaiwalas (one of these is to be MALE) with adequate cleaning material.

#### **DAILY WORK:-**

The Contractor will be responsible for the following jobs daily through his employees:-

(a) Cleaning of the floor area of all rooms, corridors, offices & stair case, varandah etc. with wet floor dusters, detergent, disinfectants (branded & ISI mark) etc., once in the morning before opening of the Sub-Registrar offices and thereafter after interval especially in the areas like corridors, stairs reception etc.

(b) Spraying of hygiene chemicals /disinfectants in the rooms for keeping the rooms free from mosquitoes flies etc.

(c) Cleaning and washing of toilets and urinals using acids, phenyl, detergents and disinfectants once in the morning and again in the afternoon and after office hours or as may be specified by the SRO & committee formed for this purpose.

(d) Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above are always available in each toilet in the building.

(e) Regular dusting/cleaning of furniture (table and chair) and equipments, telephones, book cases, filing cabinets, almirahs and doors and windows of the SRO every day before opening of the offices.

(f) Cleaning of durries, carpets, curtains, venation blend, racks, and other stores and material of SRO.

(g) Sweeping and cleaning of open areas, roads, passages, lawns etc. within the boundary of the SRO. The garbage and foliage so collected is to be disposed off away from the SRO at specific places earmarked by Municipal Corporation.

(h) Regular cleaning of taps, bottle traps, gully traps, blocked commodes, urinals, drains etc. All blockages are to be attended to immediately and cleared within 24hours of notice of complaint.

**WEEKLY WORK:-**

The contractor will be responsible for the getting the following jobs done through his employees once a week:-

- (a) Washing and scrubbing of floor areas with detergents and dirt removing agents (standard ISI mark & branded).
- (b) Acid cleaning of sanitary wares, without damaging their shines.
- (c) Removing stains from floor, doors and partitions by using surf or any suitable detergent without leaving any undesirable post cleaning marks.
- (d) Cleaning of filled surfaces in the corridors and staircases by removing/shifting furniture, notice boards etc.
- (e) Polishing of brass nameplates and numbers plates and cleaning of all other name plates/boards.
- (f) Dusting and cleaning of fans, electrical fittings, window panes etc with glass cleaning chemical agents and cleaning of partitions/paneling etc.
- (g) Removal of cobwebs in all rooms and other spaces of the SRO .

**QUARTERLY WORK:-**

The contractor will be responsible for getting the following jobs done once in 03 months or earlier if required on instruction of SRO or monitoring committee:-

- (a) Cleaning of overhead water tanks (RCC tanks, sintex tanks), all water coolers and any other water storage reservoir.
- (b) After cleaning such water storage tanks, date of cleaning is to be painted with paint on each tank

**Security Services:-**

- a) The agency is to provide security services/watch and ward services for sub registrar offices.
- b). The services will be provided on 24 hours basis on all working days, non-working days inclusive of Sundays and holidays

**Gardening:-**

- a. Developing Lawns & Gardens of the Sub registrar offices by cutting of bushes, cleaning of weeds & hedges, putting annual and seasonal flower plants and ornamental plants, watering, cutting and pruning of plants.
- b) Maintaining of the lawns and gardens by watering, cutting, pruning & weeding, putting new annual and seasonal flower plants and ornamental plants, and putting pesticides and manure, ant termite treatment with termicides etc., as

- the sole responsibility of the agency.
- e) All sorts of tools and implements and other materials needed for the maintenance of the lawns and gardens will be provided by the agency.
  - f) Wild growth of grass, bushes and trees in the lawn, sports ground, staff quarters and entrance area is to be cut regularly
  - g) All existing flowerbeds are to be watered regularly and seasonal/all weather saplings, flowers and plants are to be planted /replaced.
  - h) All pots and lawn to be regularly watered and maintained in good conditions, grass in the lawn to be maintained.

**5. The scope of the work/ services to be rendered can be increased or decreased as per the requirements, to be decided by the PLRS.**

**Annexure- C**  
**Performa for quoting rates**  
**HOUSE KEEPING SERVICES (UP-KEEPING)**

Sr. No.	Details	Rates
1	Sub registrar office Ludhiana(East)	Rs_____/- (In figures) Rs._____ _____Only/-
2	Sub registrar office Ludhiana(West)	Rs_____/- (In figures) Rs._____ _____Only/-
3	Sub registrar office Ludhiana(South)	Rs_____/- (In figures) Rs._____ _____Only/-
<b>Total</b>		Rs_____/- (In figures) Rs._____ _____Only/-

**Important Note:-**

1. The rate should be quoted on per month basis.
2. The PLRS will pay only the above said charges to the contractor, as quoted by him/ her in the above said Performa. The above quoted rates will be inclusive of all type of charges.