



BHARAT SANCHAR NIGAM LIMITED

(A Govt. Of India Enterprise)

O/o THE CHIEF GENERAL MANAGER, CG CIRCLE RAIPUR

BID DOCUMENT

निविदा दस्तावेज

**E-TENDER FOR SWEEPING & CLEANING SERVICES IN
CHHATTISGARH CIRCLE, RAIPUR**

NIT NO: - GEM/2025/B/5818307 Dated: 17.01.2025

Read this tender document thoroughly

कृपया टेंडर डॉक्यूमेंट को ध्यान से पढ़ें

Tender submitted through online will be accepted

Website: www.gem.gov.in

Note: Kindly see all clarification / Corrigendum on website & Read carefully before submission of bid & ensure that all documents submitted are fully authenticated by the authorized signatory

**O/o the CHIEF GENERAL MANAGER CG CIRCLE RAIPUR
DOOR SANCHAR BHAVAN,VIDHANSABHA ROAD KHAMARDIH RAIPUR
CHHATTISGARH-492007**

Contact no.: 0771-2281440

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Bharat Sanchar Nigam Limited

(A Govt. of India Enterprise)

OFFICE OF THE CHIEF GENERAL MANAGER, CG CIRCLE RAIPUR

SECTION-I

DETAILED NOTICE INVITING TENDER

E- Tender is invited for and on behalf of BSNL by THE CHIEF GENERAL MANAGER, Chhattisgarh Circle RAIPUR from the eligible and experienced contractors for the following works:

1	Name of Work	E-TENDER FOR SWEEPING & CLEANING SERVICES IN CHHATTISGARH CIRCLE, RAIPUR				
2	Tender No.	NIT NO: - GEM/2025/B/5818307 Dated: 17.01.2025				
3	Validity of tender offer	180 days from opening date.				
4	Area of work /Business Area (BA)	Buildings under: 1. CIRCLE OFFICE RAIPUR 2.BILASPUR BA 3.RAIPUR BA 4.BASTAR BA				
5	Type of Bid	Two Packet Bid System through GeM Portal				
6	Tender Details					
S. No	Schedule	Area of Work/ Business Area (BA)/Operational Area(OA)	Estimated Cost (in Rs) Exclusive of GST	Price of Bid Document Inclusive of GST (in Rs)	Bid Security/ EMD (in Rs)	Period
A.	Schedule 1	CIRCLE OFFICE RAIPUR	Rs 4,80,683=00	Rs 590=00	Rs 12,017=00	One Year
B.	Schedule 2	BILASPUR OA	Rs 11,37,459=00	Rs 590=00	Rs 28,436=00	One Year
C.	Schedule3	RAIGARH OA	Rs 2,03,715=00	Rs 590=00	Rs 5,093=00	One Year
D.	Schedule 4	SURGUJA OA	Rs 3,26,791=00	Rs 590=00	Rs 8,170=00	One Year
E.	Schedule 5	RAIPUR OA	Rs 9,38,161=00	Rs 590=00	Rs23,454=00	One Year
F.	Schedule 6	DURG OA	Rs 19,30,816=00	Rs 590=00	Rs48,270=00	One Year
G.	Schedule 7	BASTAR BA	Rs 6,04,720=00	Rs 590=00	Rs 15,118=00	One Year
7	Total Required quantity	Details Given in Section V				
8	Experience	Firms having successfully completed similar works in BSNL/ DOT / MTNL / Central / State Govt. / PSU during last (5) Five years from the date of NIT. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last (5) Five years i.e. the current financial year and the last (5) Five financial years(ending month of March prior to the bid opening): - 1. Three similar completed services costing not less than the amount equal to 40%				

		<p>(forty percent) of the estimated cost during last (5) Five financial years; or</p> <p>2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost during last (5) Five financial years; or</p> <p>3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost during last (5) Five financial years.</p> <p>The experience certificate issued by Class-1 Officer/ Group –A Officer or Circle project Head in respect of works undertaken in BSNL / DOT/ MTNL / Central/ State Govt. / PSU.</p>
9	Bid Security/ EMD:	<p>The bidder shall furnish the Bid Security/EMD in one of the following ways:-</p> <p>1) Banker’s Cheque/BG /Crossed Demand Draft of amount as mentioned in clause-6 of NIT in favor of AO (A&B), O/o CGMT BSNL RAIPUR ; Payable at RAIPUR Chhattisgarh .</p> <p>2) The bidders will be exempted from submission of Bid Security/EMD on production of requisite proof in respect of valid certification from competent authority for the tendered item.</p> <p>(3) The tender, which is not accompanied by Bid Security/EMD, shall be summarily rejected.</p> <p>(4) The MSE bidders registered with the designated MSME bodies like National Small Scale Industries Corporation etc are exempted from payment of Bid Security/EMD. However, they shall furnish a proof regarding registration with bodies under the Ministry of Micro, Small & Medium Enterprises for “Tendered Item/Work” or similar work, valid on the date of opening of the EOI. The scope of area of the above MSE registered bidders.</p>
10		Tender document are available on the portal mentioned in form of DNIT (Detailed Notice Inviting Tender) only. Physical copy of the tender document would not be available for sale.
11		The Tender document shall not be available for download on its submission/ closing date.
12		CGMT CG CIRCLE, BSNL, RAIPUR reserves the right to accept or reject any or all the tender bids without assigning any reason. He is not bound to accept the lowest tender. BSNL also reserves the right to pre-pone or postpones the tender without assigning any reason whatsoever and without any notice to anyone.
13		Not Readable, Incomplete, ambiguous, conditional tender bids are liable to be rejected.
14		<p>(a)All documents submitted in the bid offer should be preferably in English. In case the certificate viz. experience, registration etc. is issued in any other language other than English, the bidder shall attach an English translation of the same duly attested by the bidder & the translator to be true copy in addition to the relevant certificate.</p> <p>(b)All online documents should be submitted Original (Scanned) or self attested, Bid will be rejected if online documents are not submitted as mentioned above.</p>
15		The quantities stipulated in the tender are estimated and BSNL reserves the right to vary the quantity to the extent of -25% to + 25% of specified contract quantity.
16		Tender will not be accepted/received after expiry of date and time.
17		The CGMT CG CIRCLE RAIPUR reserves the right to award the works to more than one participated bidder as per BSNL procurement policy and CVC guidelines also, if required in the interest of the department.
18		The CGMT CG CIRCLE BSNL RAIPUR reserves the right to black list or Debar the contractor with cancellation the tender / termination of running contract and forfeiture the EMD/SD; if contractor submitted documents (certificates) found false /Bogus/Invalid during the tender opening period and later

		date and found in any illegal activity or any such activity which is, in contravention to the general policy, statutory provision, rules, regulation as announced or declared or published by any competent authority.
19		The official copy of tender document for participating in e-tender shall be available for downloading from website https://gem.gov.in
20	MSE/NSIC./ UDYAM Vendors	<i>(Micro & Small Enterprise) bidders are exempted from payment of Tender Fee/Bid Security provided they submit current and valid Udyam Registration Certificate (URC) issued from the Ministry of MSME. Udyam Registration Certificate (URC), submitted by MSE bidder in their online bid for claiming exemption from Tender Fee & Bid Security, must be current & valid on the date of opening of Technical bid part. Micro and Small Enterprises (MSEs) registered under Udyam Registration are eligible to avail the benefits under the policy. In case of upgradation of Micro / Small enterprise, the exemptions or relaxation shall be as per directives issued by MSME for non-tax benefits in such cases.</i>
21	Power of Attorney	<p>(a)The power of attorney in original, in case, person other than the sole proprietor/ authorized signatory has signed the tender document, shall be on a non-judicial stamp paper of Rs. 50/- in case same has been executed in between blood relations and in other cases, it should be on a non-judicial stamp paper of Rs.100/- and should be attested by the Notary Public or same should be registered before the sub registrar. The power of attorney in original should be submitted.</p> <p>(b)The power of Attorney in original is executed by a person who has been authorized by the Board of Directors of the bidder in this regard, on behalf of the company/ institution/ Body corporate.</p> <p>(c) In case of the bidder being a partnership firm, the said Power of Attorney should be executed by all the partner(s) in favour of the said Attorney. The power of attorney should be for specific work (mentioning the NIT no.) in non-judicial stamp paper and not general power of attorney or self declaration of not applicability of the firm should be submitted. Tender is liable to be rejected if power of attorney/declaration is not submitted accordingly</p>
22	NEAR-RELATIONSHIP CERTIFICATE	<p>22.1.The bidder should give a certificate that none of his/her near relative, defined below, is working in the BSNL units*</p> <p>In case of bidder being proprietorship firm, this certificate will be given by the proprietor. For partnership firm, the certificate will be given by all the partners.</p> <p>In case of bidder being Company/Limited Company the certificate will be given by all the Directors of the company, but excluding following:</p> <p>a)Government of India/Financial institution nominees and independent non-Official part time Directors, appointed by Govt. of India or the Governor of the state and</p> <p>b) Full time Directors of PSUs, both Central and State</p> <p>Due to any breach of these conditions or incorrect declarations by the bidder [Company or firm or any other person], the tender /bid submitted will be cancelled and Bid Security will be forfeited at any</p>

stage, whenever it is noticed and BSNL will not pay any damage to the company or firm or the concerned person.

***Unit**, shall be taken as following:

- (a) In case of any near relative of the bidder being non-executive employees, the “BSNL unit” is defined as “Business Area (BA)”.
- (b) In case of any near relative of the bidder being executive (up to AGM/STS level), the “BSNL unit” is defined as “BSNL Circle”.
- (c) In case of any near relative of the bidder being higher executive (DGM/JAG or higher), “BSNL unit” is defined as “BSNL as a whole”.

22.2. The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) They are husband and wife.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

22.3. The format of the certificate is given in Appendix-I

23 ELIGIBILITY CONDITIONS

- i. Bid form duly filled in as per Section-II and Bidders profile as per Section-III of tender document should be uploaded online separately.
- ii. Documentary proof in respect of valid registration certificate from MSME/NSIC/UDYAM for tendered item/work (if applicable).
- iii. Valid proof of office Address in Chhattisgarh State. If Office at Chhattisgarh is not there at the time of bidding, successful bidder shall have to establish one within 30 days of award of Contract. Declaration may be submitted in this regards along with the bid
- iv. Registration of Firm : Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship:
 - The registration of the firm, authenticated copy of partnership deed in cases of partnership firm.
 - Attested copy of Memorandum & Articles of Association duly registered with Registrar of Company affairs, in case of Company.
 - Duly executed Affidavit, stating that tenderer is the sole proprietor of the firm or any document issued by the taxation authorities stating that tenderer is the sole proprietor of the firm, in case of proprietorship firm.
- v. Original “Power of Attorney”. The power of attorney should be for specific work (mentioning the NIT no.) in non-judicial stamp paper and not general power of attorney or self declaration of non applicability of the firm should be submitted. Tender is liable to be rejected if power of attorney/declaration is not submitted accordingly.
- vi. **NEAR-RELATIONSHIP CERTIFICATE**, The format of the certificate is given in Appendix-I In bid document separately.
- vii. Experience Certificate as mentioned in Clause 8 of Section-I (DNIT).
- viii. Copy of PAN No (in case of Sole Proprietorship, PAN No of proprietor required , In case of Partnership firm/company, PAN No of firm /company is required)
- ix. Copy of Solvency certificate from the banker of the tenderer: Participating bidders should have bank (nationalized/scheduled) solvency of at-least **30%** of estimated cost of tender and the date of issue of the Solvency Certificate should not be older than **6 (SIX) months** from issue date of NIT.

- x. Income-tax Return filed copy of last 3(three) financial years i.e. for AY 2022-23, 2023-24, 2024-25
- xi. Attested copy of Valid Turn over Certificate from Chartered Accountant. Average Annual Financial Turn Over during the last 3 Financial Years i.e. for F.Y. 2021-22, 2022-23 & 2023-24 should be at **least 40%** of estimated Tender cost.
- xii. Copy of valid ESI registration Certificate.
- xiii.** Copy of valid EPF registration Certificate.
- xiv. Self declaration regarding no pendency of EPF and ESI payments up to last FY i.e. 2023-24
- xv. Valid GST Registration Certificate (PAN Based).
- xvi. The Bidder must not be black-listed for Telecom business by any Central/State Governments/ PSUs/ GST authority in India at the time of submission of bid. An undertaking must be submitted in this regard.
- xvii. Copy of valid Labour License as a proof of Registration with Central Labour Commission (under Contract Labour Act1970) for submitted work experience and an undertaking regarding new labour license will be submitted by bidder before award of work.
- xviii. Signed tender document (DNIT & ATC) on each & every page for having read it & accepted, should be uploaded online through E-tender portal: www.gem.gov.in without any corrections, deletion and overwriting in original (Digitally Signed/Ink signed), Tender is liable to be rejected if Tender Documents is not submitted accordingly.**

Note:-

1. All online documents should be submitted Original (Scanned) or self-attested (Digitally sign/ink signed with seal) in case of Xerox copy, Bid will be rejected if online documents are not submitted as mentioned above.
2. Bidders who have been rescinded /debarred by tendering authority/Higher BSNL Unit as the case may be including for reasons for failing to sign necessary agreement with the concerned tendering authority in stipulated time on earlier occasions, will not be eligible to participate in the tender for the same work.
3. **The signing of agreement shall constitute the award of contract on the bidder. The agreement with the successful bidder shall be signed by the BSNL within a week after submission of performance Security Deposit.**

SECTION-II BID FORM

Ref: Your Tender Enquiry (Tender) No.....Date.....

1. Having examined the above mentioned tender enquiry document including amendment/ clarification/ addenda Nos. datedthe receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices. We Offer/Applied for the following Schedule/Zone.

S.No.	Schedule Name	Applied / Not Applied
1	Schedule 1 (O/o CGMT CHHATTSGARH CRCLE)	
2	Schedule 2 (BILASPUR OA)	
3	Schedule 3 (RAIGARH OA)	
4	Schedule 4 (SURGUJA OA)	
5	Schedule 5 (RAIPUR OA)	
6	Schedule 6 (DURG OA)	
7	Schedule 7 (Bastar BA)	

2. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.
3. We agree to abide by this Bid for a period of days from the date fixed for Bid opening or for subsequently extended period, if any, agreed to by us. This bid shall remain binding upon us up to the aforesaid period.
4. We understand that you are not bound to accept the lowest or any bid, you may receive.
5. If our Bid is accepted, we will provide you with a performance guarantee from a Scheduled Bank for a **sum @5% of the contract value plus 18% GST** for the due performance of the contract.
6. If our Bid is accepted, we undertake to complete delivery of all the items and perform all the services specified in the contract in accordance with the delivery schedule specified.
7. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance (LOI) thereof in your notification of award shall constitute a binding contract between us.
8. We have read and understood all technical, general & commercial conditions of this bid document and accept to comply them unconditionally.
9. We are not under any penal action of black listing and / or barred from participating in TENDER by any BSNL unit or any other Govt. /Semi Govt. /Autonomous body/PSU.

Dated: day of 20...

Signature

WitnessName

Signature..... In the capacity of

Name Duly authorized to sign the bid for and on
Address..... behalf of

SECTION-III

BIDDER'S PROFILE

Attested photograph
of the bidder/
Authorized Signatory
holding power of
Attorney

1. Name of the person submitting the tender whose Photograph is affixed

Shri/Smt. _____

(In case of sole Proprietary the tender has to be signed by Proprietor and in the case of Partnership firms/company, the tender has to be signed by **authorized signatory holding power of attorney/Partner /director** only, as the case may be)

2. Address _____ of _____ the
firm.....
.....

3. Office
Address.....

4. Tel no. _____ (with STD code) (O).....
(Fax).....[R].....

5. Mobile no and E-mail Id:- _____(M) _____(e-mail ID) -----

6. Registration & incorporation particulars of the firm :

- (i) Proprietorship
- (ii) Partnership
- (iii) Private Limited

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)

8. Name of sole Proprietor/ Partners/ Directors.....
.....

9. Name of the person authorized to enter into and execute contract/Agreement and the capacity in which he is authorized (in case of Partnership/ private Ltd company):
.....
.....

10. Details of the Bidder's Bank for effecting e-payments:

Bidder's bank name, -----

Branch, address,-----

Bank account number,-----

MICR code,-----

IFSC code-----

11. Permanent Income Tax number (Please attach a copy of PAN card.)
.....

12 If the firm is black listed by any organization, so details may be submitted.

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of bidder/Authorized

Signatory.....

Name of the bidder.....

Seal of the bidder.....

SECTION-IV
BHARAT SANCHAR NIGAM LIMITED
(A GOVT. OF INDIA ENTERPRISES)

ADDDONAL TERMS & CONDTONS

1. PAYMENT TERMS & CONDITIONS –

1.1

- a) The contractor shall prepare a bill for the month in triplicate indicating the various jobs undertaken during that month.
- b) The bill should in printed form & serially numbered, preferably in A4 size paper invariably indicating the vendor code (provided by BSNL), PAN Number, GST Number of the vendor and BSNL also, DNIT Number & the work order number along with the wage sheet as furnished under Annexure-G and duly paid copy of Challan of EPF / ESIC etc.
- c) The bill should invariably accompany the following. It shall be responsibility of the controlling officer to ensure that all the requirements are fulfilled at the time of certifying the bill. The countersigning authority shall check that all the documents as mentioned below are invariably attached to the bill before countersigning.
- d) The bill should be addressed to the AGM level officer of concerned Office and should invariably accompany the wage sheet as per the Annexure-A enclosed with this tender document and Signed Copies of payment of such Contribution to EPF/ESIC etc along with the details of salary/deductions etc against each services provided for the month.
- e) The Tender relates to the supply of Telecom Services and not the supply of Manpower or labour. Therefore, no payment of GST shall be made by BSNL under Reverse Charge Mechanism (RCM). The contractor is required to pay GST. The contractor shall charge the required amount of GST on its invoice and the same shall be paid or refunded after being verified from GSTR-2A as per the applicable rules.
- f) TDS /Penalty as applicable will be deducted from the invoice before payment.
- g) Attested Copy of attendance sheet & wage sheet for the month duly signed by labour.
- h) It is mandatory to submit wage payment of labour in their bank accounts and same may be submitted.
- i) A list of workers engaged against the work order each month. Attested Copies
- j) The Attested copy of receipt towards payment of GST pertaining to the current month.
- k) Attested Copies of authenticated documents of payment of such Contribution to EPF & ESI etc. along with list of works indicating the EPF/ ESIC code, amount etc against each House Keeping (beneficiary), for the Current month.
- l) Copy of work order issued by AGM(HR & Admin) of the concerned office.
- m) Attested Copies Amount of EPF contribution for the duration of engagement of question paid to EPF authority.

- n) Attested Copies Declaration regarding compliance of the EPF Act. 1952 along with the ESI Scheme.
- o) Working Satisfactory Report.
- p) Labour licence is mandatory on production of first bill. In case of non-submission of labour Licence, the penalty will be imposed 20% on every bill.
- q) Maintain all the labour records and submit necessary periodical statements to BSNL. Such records shall be preserved as per the extant guidelines for production before any authority/tribunal etc. as and when required.
- r) Appropriate % of Income Tax will be deducted from the bill depending upon the statutory requirement.
- s) Payment will be made through account payee cheque payable through the nationalized/scheduled banks at the headquarters of the District Authority. The District Authority will not bear any collection charges /other charges charged by Bank.
- t) Appropriate % of GST will be deducted from the bill depending upon the statutory requirements.

1.2 Special Note:-

- a. Bill of the first month will be paid without challan copy of EPF/ESI and GST.
- b. Bill for 2nd month onwards will be submitted along with all sheet wages sheet ECR EPF ESI and GST pertaining to the previous month.
- c. Appropriate % of Income Tax will be deducted from the bill depending upon the statutory requirement
- d. Payment will be made through account payee cheque payable through the nationalized/scheduled banks at the headquarters of the District Authority or NEFT/RTGS/through Online banking from CSC Circle office Raipur (ERP System). The District Authority will not bear any collection charges /other charges charged by Bank.
- e. The tenders will have to study their network and in such a way that tender limits are not exceeded over the currency of the contract.
- f. Payment will be released subject to availability of cash/funds. Payment of wages may not be linked with bills payment.
- g. No payment will be made for the goods /work received in less quantity, damaged / faulty condition.
- h. Any recovery pointed out by audit will be directly deducted from bills/ Security deposit.
- i. Whereas no interest will be payable on earnest money, the security deposit or amounts payable to the contractor under the contract including the delay payment on any ground of dispute.

Annexure -A

(TO BE SUBMITTED ALONG WITH MONTHLY INVOICE)

WAGE SHEET OF M/s.....FOR THE MONTH OF.....

TENDER FOR

WORK ORDER NO.....

Particulars					Deductions				Payment Details			
S. No	Name	EPF Account No.	EPF UAN No.	ESIC No.	Total Wages	EPF	ESIC	Any Other	Net Payment	Paid Via RTGS on Dated.	Bank Name	Bank Account No.
1												
2												
3												

1. Certified that the above employees are Regular Employees of M/s.....
2. Necessary Identity cards issued to the employee concerned.
3. Necessary Labour Licence has been obtained from the concerned labour office
4. Wages paid to the above employees are not less than the rate prescribed under the Minimum Wage rates as Prescribed by Chief Labour Commissioner, Ministry of Labour & Employment, GOI.
5. The EPF of the above employees have been paid vide Challan No Dated..... and enclosed as Annexure with the Invoice.
6. The ESIC of the above employees have been paid vide Challan No Dated and enclosed as Annexure with the Invoice

(Signature of The Contractor in ink with Seal)

Verified that the Minimum Wage as detailed above/EPF/ESIC and other labour related compliances have been made and ensured.

(Signature of the concerned BSNL officer In-Charge with official Seal)

SECTION-V

SCOPE & SPECIFICATION OF THE WORK

The works are to be carried out on all working days and also on holidays when ever need arises. It is presumed that the contractor has sufficient experience of Sweeping & Cleaning works and understands the importance of sanitation and hygiene in any office. Though items of works involved under this contract are detailed, as below, there may be exigencies where the contractor has to perform the activities though not mentioned expressly here under.

As the employees of the contractor will have accessibility to the general records of the office, it is incumbent on the part of the contractor and the employees to observe discipline and due care in handling the records so as to avoid damage, theft and leakage of information. Any lapse in this account shall be treated in accordance with the law of the land. The contractor shall take due care in handling the office equipment and accessories so as to avoid any damage. The contractor shall be responsible for making good the damages if done. The contractor will have to inform in writing the list of workers engaged by him containing details as name, present address, permanent address, telephone number (if any) along with one copy of identity card size photo. The contractor shall issue all the workers, supervisors proper identity card, which should be available with the worker/official, who has to produce the same if asked by any officer/official or security guard. If he is unable to show his identity card he will not be allowed to carry out the works & any pending works will be at the risk of the contractor.

The contractor has to clean complete building including staircase, open space and toilets on all working days. Terrace once in Week. All the works are to be carried out as per periodicity given in scope of works & day to day instructions from officer authorized by Head of BSNL office.

Although the labour payments is sole responsibility of the contractor, if any written complaint is received from the labour/worker working under this contract, the salary wages due for payment will be recovered from the subsequent bill of the contractor & paid to the labour under covering intimation to the contractor.

Bharat Sanchar Nigam Limited (BSNL), a Govt of India Enterprise intends to appoint reputed agency for providing Sweeping & Cleaning services at the locations enclosed under **Annexure-A, Annexure-B, Annexure-C, Annexure-D, Annexure-E, Annexure-F, and Annexure-G**

Services to be provided by the contractor or his / her representatives

Sl.No.	Works	Periodicity
1	Sweeping, cleaning and mopping of all floors of offices & cabins and stairs with phenyl water.	Daily
2	Dusting & wiping (with wet cloth) of office furniture (table, chairs etc)/ equipment etc.	Daily
3	Removing waste/garbage and dumping it at the place earmarked for the purpose.	Daily
4	Putting naphthalene balls in each wash basin, urinals, toilets etc.	once a week
5	Removal of cobwebs.	once a week
6	Cleaning of pantries/toilets/washbasins/corridors with phenyl/Harpic.	Daily
7	Cleaning of open (boundary/campus) area.	Daily
8	Water cooler filling in all coolers during summer season.	Daily
9	Shifting and arranging of furniture around the office.	when required
10	Cleaning of water coolers, dustbins, water flasks, and buckets with detergent.	once a week
11	Cleaning of Windows/doors/ balconies/roof.	once a week
12	Cleaning of OH water tanks	Once in two months
13	Washing the floors with detergent.	once a week
14	Cleaning & rearrangement of storage materials in cupboards, Almirahs , store rooms etc	when required
15	Spraying of room freshener in the chamber of SAG, JAG & STS level officers.	Daily

Note:

1. The agency will depute sufficient numbers of Sweeping & Cleaning staff to execute the jobs on time satisfactorily as per above schedule and during working hours.
2. The contractor shall specifically follow and comply all the mandatory statutory provisions of Minimum wages, EPF & ESIC while engaging Sweeping & Cleaning staff and payment of the bills will be done accordingly.
3. All the Sweeping & Cleaning staff shall daily report to BSNL Officer in charge without fail before leaving the premises.
4. Apart from this the contractor has to carry out any work which is not included in above schedule but is related to cleanliness of building (including any chock up of drainage pipes in toilets/bathrooms), or harmful to the health of staff sitting in concerned building.

5. The material required for above works viz. Phenyl, liquid soap, deodorants, brooms etc. or anything required for Sweeping & Cleaning works is to be arranged by the contractor & BSNL will not supply anything except water & electricity required.

6. Material List to be provided per month by the bidder:

Material List to be provided per month by the bidder:	
Sl.No.	Material
1	Phenyl
2	Phool Jhadoo
3	Kharata Jhadoo
4	Nephtalene Balls
5	Pocha Kapda
6	Nirma
7	Wiper
8	Sweeping stick
9	Harpik
10	Mirror wiper
11	Toilet Brush
12	Floor Srubber

LOCATION DETAILS CIRCLE/BUSINESS AREA (BA) WISE

ANNEXURE-A

Schedule-1:- Sweeping and cleaning services of 03 Buildings/Locations under
CIRCLE OFFICE RAIPUR.

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C) , in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbans & Urinals
1	CIRCLE OFFICE RAIPUR	Auto Exchange Raipur	C	540	2313.75	2853.75	16 nos.
2	CIRCLE OFFICE RAIPUR	MSC Microwave building, Durg	C	1310	548	1858	11 nos.
3	CIRCLE OFFICE RAIPUR	CTSD URLA Store , Raipur	C	350	81	431	3 nos.
Total				2200	2943	5143	

ANNEXURE-B

Schedule-2:- Sweeping and cleaning services of 03 Buildings/Locations under Bilaspur Operational Area (Bilaspur BA).

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C) , in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbasins & Urinals
1	Bilaspur OA	City Exchange Bilaspur	C	4356	3902	8258	16
2		Rajkishor Nagar Colony & Exchange, Bilaspur	C	18462	2488	20950	8
3		DTO Exchange Bilaspur	C	1190	602	1792	3
Total				24008	6992	31000	

ANNEXURE-C

Schedule-3:- Sweeping and cleaning services of 01 Building/Location under Raigarh Operational Area (Bilaspur BA).

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C) , in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbasins & Urinals
1	Raigarh OA	TDM Building Raigarh	C	9223	246	9469	8
Total				9223	246	9469	

ANNEXURE-D

Schedule-4:- Sweeping and cleaning services of 01 Building/Location under Surguja Operational Area (Bilaspur BA).

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C) , in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbasins & Urinals
1	Surguja OA	TDM Building Ambikapur	C	2750	2713	5463	9
Total				2750	2713	5463	

ANNEXURE-E

Schedule-5:- Sweeping and cleaning services of 04 Buildings/Locations under Raipur Operational Area (Raipur BA):

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C), in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbasins & Urinals
1	Raipur OA	Admin Building and compound, Fafadih, O/o PGM BA Raipur	B	1110	1650	2760	Toilet-9, Urinal-6, Washbasin-7
2		Fahadih Technical Building, Raipur	B	730	2113	2843	Toilet-11, Urinal-8, Washbasin-11
3		CTO Building and compound, Raipur	B	665	739	1404	Toilet-3, Urinal-4, Washbasin-4
4		Civil Line Exch and compound, Raipur	B	400	544	944	Toilet-9, Urinal-1, Washbasin-13
Total				2905	5046	7951	

ANNEXURE-F

Schedule-6:- Sweeping and cleaning services of 03 Buildings/Locations under Durg Operational Area (Raipur BA):

S.No.	Name of Circle/B A/OA	Name of the Building	Type of Area (Area B or Area C), in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)	Total no. of Toilets, Washbasins & Urinals
1	Durg OA	OCB Telephone Exchange Building and Compound Sector-1, Bhillai	B	1554	4269	5823	Toilet-5, Urinal-10, Washbasin-5
2		Telephone Exchange & RLU Building and compound Rajnandgaon	C	3260	3814	7074	Toilet-10, Urinal-10, Washbasin-10
3		GMTD & Telephone Exchange Main Building and compound, Durg	B	2123	4962	7085	Toilet-19, Urinal-25, Washbasin-25
Total				6937	13045	19982	

ANNEXURE-G

Schedule7:- Sweeping and cleaning services of 02 Buildings/Locations under Bastar Business Area.

S.No.	Name of Circle/BA/OA	Name of the Building	Type of Area (Area B or Area C) , in Sq. Mtr.	Open Area (in Sq. Mtr.)	Carpet Area (in Sq. Mtr.)	Total Area (Open + Carpet) in Sq. Mtr.(Rounded off to nearest value)
1	Bastar BA	Vrindavan Colony Jagdalpur	C	533	3217	12/12/12/1=37 No
2	Bastar BA	Nayapara Jagdalpur	C	1872	881	6/6/6=18No
				2405	4098	

SECTION-VI

FINANCIAL BID

1. The firm shall quote Total Composite Price inclusive all except GST in GeM Financial bid.
2. The firm shall quote Total Composite Price for Carpet area & Open area including Building corridors/Stairs and all wash basins, toilets, Urinals etc., office compound premises and vehicle stand, Road and Open area as per scope of work inclusive of cost of material & all taxes.
3. The GST paid by the firm shall be reimbursed as per the actual submission of documentary proof.
4. Tender will be evaluated on the basis of the lowest "**Total Composite Price**" as mentioned at point no.2 above.
5. No negative/zero contractor service charges will be accepted.

Declaration by the Contractor

I.....the undersigned have read out and understood the terms and

Conditions and description of the works as per the tender document mentioned above and I am agreeable to all the terms and conditions.

Place:

Date:

Appendix-I

NEAR-RELATIONSHIP CERTIFICATE

(Format of the Certificate to be given as per bid document by the bidder in respect of status of employment of his/her near relation in BSNL)

(Format of the Certificate to be given as per below by the bidder in respect of status of employment of his/ her near relation in BSNL)

* I.....s/o.....r/o.....here by certify that none of my relative(s)as defined in

The tender document is/are employed in any **BSNL Unit as defined in the clause in the Tender Enquiry, on Near relationship.**

OR

* Following are the details of near relatives working with the BSNL.

S. No.	Name of the Relative	Designation	Name of the Unit(Office& section of BSNL) where working

* **Strike off whichever is not applicable.**

In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signature of the Proprietor/Partners/Directors of the tenderer entity

With date and seal

SECTION-VII

{To be executed on non judicial stamp paper of Rs. Minimum 100/- or Rs. as per stamp Act of Finalized Tender cost (which is More)}

AGREEMENT FOR SWEEPING & CLEANING SERVICES

This agreement made on this _____ day of_(Month)(year)_____ between

BSNL (A Govt. of India Enterprises) a company incorporated under the companies act 1956 incorporation having its registered corporate office at **Bharat Sanchar Bhawan H.C. Mathur lane , Janpath New Delhi-110001** and Circle Office **CGMT C.G. Circle Khamardih, Raipur (C.G.)** (hereinafter referred to as the 'Party of First Part' which expression shall included the legally constituted signatories, assigns, successors and officers duly empowered to execute such agreement) empowered to execute this agreement through its resolution passed in the meeting of Board of directors .and acting through its authorized official _____, at Circle Office at **Khamardih Raipur.**

AND

M/s _____ (herein after called the contractor whose term includes its successors and assignees) whose registered office is at - _____ and is registered under and acting through its authorized official Shri

The contractor will provide Sweeping & Cleaning services for -----
----- on the terms and conditions herein contained vide tender no.

_____, amounting to **Rs** _____ Whereas BSNL invited tender through NIT and contractor offered for the house keeping work as per specifications in the tender document and for the period of 12 months (Twelve months) from the date of signing of this agreement and whereas the BSNL has offered on the terms and conditions hereafter mentioned, under CGMT Raipur, now therefore it is hereby agreed by the parties as follows:

1. The Contractor shall during the period of this contract, that is to say from _____ to _____ or until this contract is determined by such notice as herein after mentioned, will provide Sweeping & Cleaning services on the rates accepted as described on **Gem portal L-1 financial rates.**
2. This agreement will remain in force for a period of 12 months from the date of signing and may be extendable up to "**3 months**" thereafter.
3. The "contractor" has deposited **Rs.** _____ Including 18% GST as Performance Security in the form of BG.
4. All the terms and conditions mentioned in the Gem bid document no. _____ are binding to the contractor.
5. The contractor shall not transfer or sublet the contract in any condition. This will invalidate the contract which can be terminated without notice on this account by the CGMT Raipur.

6. No one connected with or in the employment of BSNL shall be admitted by the contractor as a proprietor of the firm or have any interest in this contract.
7. In the event of the contractor failing to comply with any of the terms & conditions mentioned herein, the CGMT Raipur will have power to terminate the contract.
8. If the contractor dies before or during performance of this contract, CGMT Raipur or any person authorized by him may at his options either immediately terminate this agreement or allow the surviving proprietor or heirs a legal representative of the contractor to perform and complete the contract within stipulated time.
9. In the event of termination of the agreement the contractor or his heirs and legal representative shall have no claim for compensation or otherwise for any loss sustained by the contractor by reason for his having purchased or procured any accessories or entered into any agreement or made any advance on account of carrying out the work as per the agreement.
10. The contractor shall not be held responsible for any delay in, supply of goods or execution of work under the terms & condition of this agreement for reason beyond his control i.e. civil war, strike, riots and natural calamities.
11. Any sum of money due or payable to the contractor including "security deposit" may be appropriated by the BSNL and set off against any claim for any other contract made by the contractor with BSNL.
12. The Contractor shall be paid at the appropriate rates specified by him in the tender and approved by this office.
13. Approved rates will be held good for the entire period of 12 months from the date of agreement as well as for three months in addition if the period is extended by CGMT Raipur.
14. For any breach of the contract including that of work and other allied work as per the agreement CGMT Raipur, may forfeit the amount of the security deposit.
15. All other terms & Conditions of the GeM bid document no. _____ shall form a part of this agreement and violation of any of them may lead to termination of contract and forfeiture of the security deposit.
16. The labour employed by the contractor should complete the assigned work as per Scope & specification of work of tender document. Record of attendance register should be provided by contractor and it shall be inspected by concerned officer in-charge of that unit.
17. Contractor/Authorized representative should report physically to concerned officer in-charge of that unit at 10.00 Hrs daily. For any deficiency of work penalty will be imposed as per Gem contract.
18. Contractor is fully responsible for payment of EPF, ESI, GST and any other claims of their employees as per labour laws.
19. The contractor shall abide by the Labour laws as under :

I hereby give an undertaking to abide by the following.

- A. As per the existing guidelines of the provisions of ESI/EPF & Misc. provisions Act 1952 & Employees provident Fund Scheme 1952, ESI/EPF is to be deducted for each labour engaged by

the contractors. For this the contractor shall have to take EPF code/ No from the EPF/ESI Commissioner and do necessary deductions

- B. To implement the said statutory requirements, the contractor should be registered with EPF/ESI Commissioner. They would have to furnish an undertaking that within seven days of the close of every month, they will submit a statement showing recoveries of contribution in respect of employees with the certificate that the same has been deposited with PF /ESI Commissioner.

In witness whereof the parties present have here into set their respective hands and seals the day and year in-2025.

Above written:

Signed & Delivered on behalf Signed sealed & Delivered by the
of the BSNL above named Contractor

In the presence of Witness :

1. -----

1. -----

2. -----

2.-----

SECTION-VIII

CHECK LIST FOR THE BIDDERS

Please ensure that all documents are fully authenticated by the Authorized Signatory with his signature with official seal, as per the eligible bidder's criteria. Offer is liable to be rejected, if enclosed documents are not authenticated.

Documents forming part of the bid: -

S.N.	Documents	Yes / NO / Not applicable (If Not Applicable, reason in brief)
Self Attested Documents to be submitted in E Tender portal		
1	Scanned copy of Bid form duly filled in as per Section-II and Bidders profile as per Section-III of tender document should be uploaded online separately.	
2	Scanned copy of Documentary proof in respect of valid registration certificate from MSME/NSIC/UDYAM for tendered item/work (if applicable).	
3	Scanned copy of Valid proof of office Address in Chhattisgarh State/Declaration may be submitted in this regards along with the bid.	
4	Registration of Firm: Scanned copy of the documents, as applicable, in support of registration of the Company/Firm/Proprietorship.	
5	Scanned copy of Original "Power of Attorney" as per DNIT	
6	Scanned copy of NEAR-RELATIONSHIP CERTIFICATE, as mentioned in SECTION V and BSNL format at Appendix I separately.	
7	Scanned copy of Experience Certificate as mentioned in Clause 8 of Section-I (DNIT).	
8	Copy of Solvency certificate as mentioned in DNIT.	
9	Scanned copy of valid PAN card	
10	Scanned copy of Income-tax Return filed copy of last three financial years i.e. for AY 2022-23, 2023-24,2024-25	
11	Attested copy of Valid Turn over Certificate from Chartered Accountant. Average Annual Financial Turn Over during the last 3 Financial Years i.e.F.Y 2021-22, 2022-23 & 2023-24.	
12	Scanned copy of valid ESI registration Certificate	
13	Scanned copy of valid EPF registration Certificate	
14	Self declaration regarding no pendency of EPF and ESI payments up to last FY	
15	Scanned copy of Valid GST Registration Certificate (PAN Based) and	

16	Self-declaration that bidder is not black-listed by any Central/State Governments/ PSUs/ GST Authority.	
17	Scanned copy of valid Labour License as a proof of Registration as mentioned in NIT	
18	Signed tender document on each & every page should be uploaded online through E-tender portal: www.gem.gov.in without any corrections ,deletion and overwriting in original (Digitally Signed/Ink signed)	
19	Check list for the bidder duly filled.	