

General Terms and Conditions for Hiring of Cleaning Services Agency/ Firm

1. Quotation should be submitted latest by 12:00 noon of 18.12.2017 which should be opened at 2:00 PM on the same date.
2. Cost of Quotation amounting to **Rs. 500** (Rupees five hundred) only in the form of Demand Draft in favour of Director, RIPANS which is non-refundable should be submitted or by internet banking to the following Account.

Name of Account holder	-	Director, RIPANS
Name of Bank	-	Bank of Baroda, Aizawl.
Account No	-	30800100000168
IFS Code	-	BARBORIPANS(fifth character is zero) In

In case of payment by Internet banking, cyber receipt/E receipt should be submitted along with the quotation.

3. The quotation should be accompanied by Earnest Money Deposit (EDM) amounting to Rs. 5000/- (Rupees five thousand) only in the form of Demand Draft or Banker's Cheque in original from any Scheduled Bank in favour of Director, RIPANS.
4. The tender should be supercribed on the cover of envelope as "Cleaning of buildings for RIPANS.
5. There should be no cutting or overwriting on the body of the tenders, otherwise it will be rejected.
6. Correction fluid should not be used in the tender form, otherwise it will be rejected.
7. The Agency/Firm should submit attested copies of Registration Certificate.
8. Rates should be quoted clearly in figure and in words.
9. The successful agency should deposit a performance security deposit of Rs. 5000 in the form of Bank Guarantee in the name of Director RIPANS valid for a period of one year.
10. Performance Security should be deposited within 7 (seven) days from the date of receipt of work order.
11. The validity of the contract will be for a period of **one year** which may be further extended as per requirement.
12. The contract may be terminated by either party by giving one month's notice.

13. The Institute Authority reserved the right of accept/reject any or all of the tenders received without assigning any reason thereof.
14. The contractor should ensure that all the statutory labour laws and regulations are adhered to.
15. Every page of the tender documents to be signed by the Contractor as a token of acceptance of the terms and condition before submission of tender, failing which the tender will be rejected.
16. In the event of responsive parties quoting same rates, the Institute will have the right to decide on allotment of the contract to any of the party/parties based on the experience/credentials of the work in question.
17. Contractor shall be deemed to have inspected and examined the buildings before submitting the tenders.
18. Deed of agreement will be signed between the Institute and the successful Agency before the contract work is started.
19. Disputes, if any, shall be subjected to the Aizawl jurisdiction.
20. **Working terms and condition (should be reflected on the Deed of Agreement)**
 - (1) Working hours shall be 9Am-5Pm during summer and 9Am -4Pm during winter season or as directed by the office from time to time.
 - (2) The Agency/Firm should manage itself with cleaning materials and other related tools including transportation.
 - (3) The Agency/Firm should perform the work as directed by the respective authority of the working place whether Academic building or Hostel.
 - (4) Scope of works- Dusting and cleaning of inside wall, ceiling, doors, skirting, windows, fan, toilets, washbasin, mirrors, bookcases, tables, cabinet, pictures, cupboard, Sweeping and mopping of floors, corridors etc.

**PROFORMA OFFERING RATES FOR HIRING OF CLEANING AGENCY/FIRM OF
RIPANS**

1	Name and address	
2.	Address	
3.	Telephone Number(s)	
4.	Particulars of Demand Draft	No : Date : Bank : Branch :
5.	Rate (in figure & words) Per person. Per month	
6.	Details of experience	

*(Address should be complete. The bidder should always be available for receiving communications at the given address).

Place : _____

Signature

Date : _____

UNDERTAKING BY THE TENDERER(S)

Name of Work : Contract for Cleaning of RIPANS.
Tender No : No.1 /RIPANS of 2017-2018 dated.....

I/ We confirm that I/ We have quoted the rates in the tender considering Inter-alia the

Terms & Conditions:

I/We _____(name of the Tenderer) hereby certify that I/We have fully read and thoroughly understood the tender requirements and accept all terms and conditions of the tender including all corrigendum issued, if any. In the event of award of contract to us, the complete tender document shall be considered for constitution of Contract Agreement.

I/We hereby undertake not to sublet the work cited above if the work is allotted to me/ us.

SIGNED FOR AND ON BEHALF OF TENDERER(S)

Name of Tenderer(s) :
Date :
Place :

Seal & Signature of Tenderer

Note : This declaration should be signed by the tenderer or authorised representative who is signing the Bid

(For office use only)

Check list of documents to be submitted along with tender:-

Sl no.	Particulars	Remarks
1	Cost of Quotation	
2	Earnest money deposit	
3	Attested copy of Registration Certificate	
4	Tender papers to be signed on all pages	
5	The envelope should clearly indicate tender reference No, name of work and name of Firm/ contractor	