

**Govt. of India, Dept. of Space**  
**Indian Space Research Organization**  
**Indian Institute of Remote Sensing**  
**4 Kalidas Road Dehradun-248001 Uttarakhand**

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**Work Contract for Cleaning & House Keeping etc.**

On behalf of President of India sealed tenders are invited for work contract for cleaning, housekeeping, maintenance and upkeeping of garden etc. as detailed in Part-I to Part-VII of IIRS/P&S/MPR-26876/PT/6, dated 07/2/2013

Period of contract : 1 year initially but extendable by another 2 more year as per the terms & condition

Cost of tender documents – Rs 200 + UTT 13.5% (Total Rs 227)

Type of Tender: Two Part i.e. Technical & Commercial Bid

Last date & time for issue/download of tender documents – 13:00 Hrs on 04/03/2013

Last date & time for submission of tenders – 14:00 Hrs on 05/03/2013

Date & Time for opening of technical bid – 15:30 Hrs on 05/03/2013

Tender forms can be purchased from P&S section IIRS on all working days on payment of Rs 227/- in the form of DD drawn in favour of Pay & Accounts officer, IIRS Dehradun payable at Dehradun or can be downloaded from [www.iirs.gov.in](http://www.iirs.gov.in). When tender form is downloaded DD for Rs 227/- drawn in favour of Pay & Accounts officer, IIRS payable at Dehradun shall be attached.

**Director**

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
INDIAN SPACE RESEARCH ORGANISATION  
INDIAN INSTITUTE OF REMOTE SENSING  
No.4, KAIDAS ROAD, P.B.NO.135, DEHRADUN-248001

PURCHASE DEPARTMENT

NO.IIRS/P&S/PT-6/MPR-26876/PT-6/(2013-14)

Date : 07.02.2013

SPECIAL TERMS AND CONDITIONS FOR SUBMITTING TWO PART BID

1. This is a two part tender viz., Technical Bid (consisting of Technical Specifications etc.) and Commercial Bid (Consisting of Price). Hence, quotation should be submitted in separate sealed covers super-scribing "Tender No. MPR- 26876/PT-6(2013-14) due on 05.03.2013 at 1400 hrs (Technical Bid) and Tender No. MPR – 26876/PT-6(2013-14) due on 05.03.2013 (Commercial Bid). Only technical bid will be opened on the date of tender opening. The Commercial Bids of those tenderers whose technical bids are found to be meeting our specifications/ requirements will be opened in the presence of attending tenderers at a date and time to be notified later.
2. The technical bid should have only technical details. **No price should be quoted in the technical bid.**
3. Tenderers can download the tender documents from web site ([www.iirs.gov.in](http://www.iirs.gov.in)). Tender document fees of Rs. 200/- + U.T.T.@ 13.5% to be submitted through demand draft drawn from any scheduled bank in favour of Pay & Accounts Officer, IIRS, Payable at Dehradun.
4. Commercial Bid should have the cost details and other statutory levies as per the proforma enclosed.
5. Both the sealed tenders (Technical & Commercial) should be kept in one big cover super scribing TENDER for Work Contract for Cleaning & House Keeping etc. **at IIRS against MPR No.IIRS/P&S/P-6/MPR-26876 due on 05.03.2012 at 1400 hrs and Commercial Bid against enquiry No. IIRS/P&S/P-6/MPR-26876 due on 05.03.2013** and kept in the Tender Box available in Purchase Division, IIRS or can be sent by post & shall reach us within the due date and time, prescribed.
6. Late & Delayed Tenders will not be accepted.
7. EMD of Rs. 10,000 (Ten thousand only) in the form of Demand Draft in favour of Pay & Accounts Officer, IIRS, drawn from any Scheduled Bank after publication of tender notification date, payable at Dehradun.
8. Demand Draft for EMD should be submitted along with technical bid only.

  
Purchase & Stores Officer

*Government of India*  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

*ANNEXURE-II*

IMPORTANT NOTE of MPR No 26876/PT-6, date of submission: 05/3/2013

The rates for all Works as mentioned in Part I to Part VII should be inclusive of providing one set of Uniform, one pair of Shoe & Socks to the workforce within 15 days and to provide 2nd set of Uniform to the workforce after three months and 1 No. of Pullover during first week of November for winter use.

The rates should be quoted as per Minimum Wages Act fixed by the Commissioner of Labour, Central Government from time to time. The charges of EPF, ESI, Work Charges, and

Service Tax etc. may also be indicated in a separate sheet for unskilled, semi-skilled and highly skilled workforce to justify your above rates. **The break up of rate viz. minimum wages, central EPF, ESI, Uniform charges, Service Tax and Contract Profit may please be submitted along with the commercial bid as per Govt. of India order and copy also should be enclosed. The same should be match with the commercial bid of the above work.**

**Please note that the rates should be quoted/indicated in the manner as per enclosed proforma "Detail/manner in which rates should be quoted/indicated".**

(i) All the material should be of standard quality and procured from reputed firm. The samples of the material should be got approved by the Administrative Officer before commencement of the work. The Administrative Officer shall have right to reject the material at any time during the contract if he finds the material of sub-standard.

(ii) In case the Contractor is unable to supply the total quantity of material required before 4<sup>th</sup> of each month, IIRS may purchase such quantity at market rate and recover double the amount from the bill payable to contractor.

The period of work contract is one year which may be increased annually for two times based on the performance of contractor and satisfaction of office.



**PURCHASE & STORES OFFICER**

**Government of India**  
**Department of Space**  
**Indian Space Research Organisation**  
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Dehradun.

**ANNEXURE-III**

GENERAL TERMS & CONDITIONS: of MPR No 26876/PT-6 date of submission 05/3/2013

1. The contractor may visit the site of work place and acquaint himself with the nature of work involved, assess the actual working mechanism that may be required in order to deploy suitable number/type of workforce required, for carrying out the works stipulated in the contract and to carry out the instructions of Administrative Officer.
2. IIRS reserves the right not to consider the offer of those bidders whose Works against any other contract have been found unsatisfactory and information submitted was found false. The bids of these firms / contractors will not be considered who have not provided satisfactory Works in the past to IIRS or any other Govt. Offices and penalty was imposed by IIRS or any other Govt. Works due to any reason during the earlier contract period.
3. The contractor should have an established office in Dehradun with telephone facility to enable us to contact in person as well as on telephone. He should also have telephone/cell phone facility at his residence to contact during odd hours also.
4. The workforce deployed by the contractor shall be above 18 years of age, in good health, well mannered and having appropriate work experience.
5. The contract will be for a period of one year, which is extendable by two more years(one year at a time) on mutual acceptance on the basis of its performance and satisfaction of office.
6. In the event of not deploying the committed number of work force or if the works envisaged in the specification are suffered due to either less quantity or poor quality. IIRS shall recover such amounts from the bills of the contractor, which shall be worked out to Rs. 250/- per day each labour. The contracting agency has to submit the monthly attendance and proof of payments along with the bill. The contractor shall have no other claims whatsoever in this matter and the decision of the Department shall be final and binding.
7. The contractor should follow the labour rules and regulations during the period of contract. The minimum wages as fixed by the Commissioner of Labour, Central Government from time to time has to be paid to work force (unskilled / semi-skilled / highly skilled). The contractor shall produce documentary evidence having paid the minimum wages, failing which suitable action will be taken for payment due to the workforce by deducting the amount from the contractor bill. The contractor shall obtain a valid License under the Contract Labour (R & A) Act Rules 1970 and 1971 within 15 days from the date of the commencement of work.



8. The contracting agency shall pay the minimum wages as per latest wage structure as approved Labour Commissioner, Central Government for the respective category of work and any violation of these shall be viewed very seriously and necessary penal action shall be initiated. On or before 7<sup>th</sup> of every month, the contractor shall make the payment to workforce on the prescribed format certifying the relevant rules of Labour Act to the workforce in the presence of Administrative Officer or his authorized departmental representative on the working day and Administrative Officer shall ensure it by making his endorsement on the same. Subsequently, the contractor shall submit the bills enclosing all relevant papers including proof of payment, reimbursement of ESI & EPF contribution of the contractor.
9. The compliance with payment of minimum wages mentioned above and EPF, ESI etc. shall be the sole responsibility of the contractor. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation. Hence, the contracting agency is expected to equip them with necessary wage structure as well as should have the EPF, ESI code/coverage number before submitting the Tender.
10. The contractor shall pay EPF, ESI contributions regularly to the PF & ESI authorities and produce proof of such payments mentioning the individual-wise breakup of payment towards EPF and ESI in respect of staff deployed as per contract terms and conditions in IIRS campus on monthly basis along with the monthly bill failing which the institute will have the right to withhold the payment of bill(s) until such proof is furnished to the institute.
11. The contracting agency shall deposit 10% of the contract value as Security with institute vide Demand Draft/FDR/Performance Bank Guarantee from National Bank pledge in favour of Pay & Accounts Officer, IIRS at the time of commencement of contract. The same will be released only upon successful completion of contract period and on producing the proof of having deposited ESI, EPF and having provided other benefits to workforce by the contracting agency apart from payment of minimum wages.
12. Any loss or damages caused to the item/material etc. inside the IIRS premises or to the institute's property by the work force engaged under this contract must be made good by the contracting agency at their own cost, failing which cost thereof, shall be recovered from the running bills of the contracting agency. In this event of non-recovery from running bills for any reason whatsoever, the same can be adjusted/recovered from the security deposit etc. also.
13. It is emphasized here that this contract is purely a work contract intended for carrying out all the works enshrined in the abstract appended to this; and at no stage this should be constructed / interpreted as a Labour Contract.
14. The Central Government Contract Labour (Regulation & Abolition Act Rules 1971) shall apply to this work contract.
15. Acts framed from time to time by the Government shall be binding on the contracting agency in so far as this contract is concerned and as applicable to them. The contracting agency will be wholly and solely liable and responsible for fulfilling and carrying out their contractual obligations as per this contract.

16. The character and antecedents of all workers to be deployed by the contracting agency will be subject to appropriate verification. Clearance and satisfaction of the contracting agency and intimated to the Administrative Officer, IIRS.
17. The department reserves the right to issue the Work Order initially for THREE months on trial basis and to extend for the balance period only on the basis of the satisfactory performance during the trial period. The department reserves the right to extend the contract for a further period.

However, the institute reserves the right to cancel the contract in between without assigning any reason by giving one month's prior notice.

18. For security reasons the successful tenderer shall furnish the names and residential address of workforce they intend to deploy for the works immediately after receiving the Work Order. They have to submit the character antecedents verification report from the police. If there is any addition or alteration during the contract period, their names and addressed also shall be furnished one month in advance.
19. Details of Uniforms and Penalty for non-wearing of uniform –

The entire workforce engaged by the contracting agency should wear uniforms as follows to be provided by the contracting agency:

**MALE** (For all workforce) - Full pant and full sleeves shirt in Dark Bottle Green colour with and **black** polish shoes and (For Supervisor) – Full pant and full sleeves shirt in White Colour shirt & black pant with black polish shoes with socks (Make : Binny/Bombay Dyeing/Mafatlal or equivalent for uniform and BATA or equivalent for Shoe & Socks

**FEMALE** – Saree & Blouse/Ladies Suit of Dark Bottle Green colour.

In case, if the work force is found working without uniform a penalty of Rs.10/- (Rupees Ten only) per day per person will be levied and deducted from his bill.

20. **Mode of Payment - Payment** will be made on monthly basis on submitting the bill in duplicate and upon producing relevant documentary evidence relating to the requirement mentioned at Sl. No. 3, 4, 6, 7, 8 & 9. Income Tax at source as applicable will be recovered from the Running Account Bill.
21. During execution of the work, (including the trial period) if it is found that the performance of the Contractor is not satisfactory (or) for non-compliance of any of the stipulated conditions, the same shall render the contract liable for termination with two weeks notice to the contractor.
22. Payment shall be made on monthly basis based on submission of bills. However, it is binding on contractor to make the payment to workforce in time every month without depending on receipt of payments from department.
23. Service Tax or any other statutory tax levied by the Government will be reimbursed upon production of documentary evidence of deposit thereof by the contracting agency.

24. The contracting agency will be required to execute an agreement with the institute separately incorporating therein above contained terms and conditions. The institute reserves the right to add to, alter, delete or amend any of the above mentioned terms and condition in the agreement. For this purpose the agency is required to submit one non-judicial stamp paper amounting to Rs. 100.00 (Rupees One Hundred) only in their name to the institute.
25. No DOS/ISRO/IIRS employees and their members should be related in any manner either directly or indirectly with the firm and workforce engaged under this Contract.
26. No claim, whatsoever, either for loss of contractor's property, tools etc. or accident to workman during the course of work will be entertained or loss made good by the department on any such account. The contractor shall take all precautionary steps to avoid any accidents resulting in damages to man and property.
27. Director, IIRS reserve the right:-
- (a) To enter into parallel rate contract simultaneously or at any time during the period of the rate contract within one or more tenderers.
  - (b) To place ad-hoc contract or contract simultaneously or at any time during the period of the rate contract within one or more tenderes.
  - (c) To terminate the contract by giving one month's notice.
28. Department reserves the right to increase or decrease the numbers of workforce in any of the categories of workforce for which rates for person per day has been submitted by Contractor in format Annexure-V of this tender document.



Purchase & Stores Officer



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Dehradun.

**ANNEXURE-IV**

**Technical bid of MPR No 26876/PT-6**

**TECHNICAL TERMS & CONDITIONS of MPR No 26876/PT-6, date of submission  
05/3/2013**

Sl. No.	Requirement of Documents	Enclosed	
		Yes	No
1.	EPF Number and certificate of registration issued by EPF authority in Dehradun jurisdiction only.		
2.	ESI number and certificate of registration issued by ESI authority in Dehradun jurisdiction only.		
3.	Minimum 5 years experience in the field of providing suitable Works for an amount of Rs. 40 Lakhs and above each year.		
4.	Details of documents to be enclosed:		
4.a	Copy of latest payment made to workforce duly signed by workforce already employed by the firm as per Central Government Minimum Wages Act.		
4.b	Copy of latest EPF year slip in respect of workforce engaged by the firm in Dehradun area EPF Office.		
4.c	Copy of latest ESI Card issued to workforce engaged by the firm Dehradun area.		
4.d	Copy of latest Landline Telephone bill showing address of the firm establishment at Dehradun only. The office/firm should have established office and not on residence based firm office which will be verified at any time without any notice.		
4.e	Copy of latest Income Tax Clearance Certificate in Dehradun area.		
4.f	Copy of Registration Certificate (Under Contract Labour Act).		
4.g	Copy of Service Tax Registration and clearance of Service Tax department of last 3 years at Dehradun area.		
5.	At least two "Satisfactory Work Certificates" issued by Govt./PSU/MNC office for relating similar Works during the past 5 years an amount not less than 40 Lakhs Rupees per annum shall be enclosed.		
6.	IIRS shall inspect the Works of the agencies and obtain confidential reports of contractor/agency from the office/Institute where the agencies put up the experience.		
7.	IIRS reserve the right not to consider the offer of those bidder whose Work against any other contract have been found unsatisfactory and also imposed penalty.		
8.	EMD of Rs. 10,000/- in the shape of Bank Demand Draft drawn in favour of Pay & Accounts Officer, IIRS to be submitted alongwith Technical Bid.		

**NOTE :-**

1. The above requirement documents duly attested by Gazetted Officer should be enclosed with the technical bids failing which the tender shall not be accepted.
2. The original documents need to be submitted - in - person whenever called for by the department.
3. Bidders who will not fulfill all the above technical terms & conditions shall not be considered for opening the Commercial Bids.

  
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**Commercial Bid Format MPR No 26876/PT-6, date of submission 05/3/2013**

Category of labour	Minimum Wages /day /person (Rs)	Uniform, Shoe, Socks charges/day/ person		Percentage of Contractor Profit On basic wages		EPF charges 13.61% of basic wages (Rs)	ESI charges 4.75% of basic wages (Rs)	Other charges, if any (Rs)	Service Tax 12.36% of 1+2b+3b+4 +5+6 (Rs)	Total (8=1+2b+3b +4+5+6+7) (Rs)
		As % of basic wages	Amount (Rs)	As % of basic wages	Amount (Rs)					
	1	2a	2b	3a	3b	4	5	6	7	8
<b>Un skilled</b>										
<b>Semi Skilled</b>										
<b>Skilled</b>										
<b>Highly Skilled</b>										

- Note : -**
1. Employees Contribution of EPF @ 13.61% and ESI @ 4.75% on SI.No.1 shall be reimbursed by department as the terms & condition of this contract.
  2. The Central Govt. order of minimum wages, contractor profit as per CPWD manual/norms Service Tax, EPF, ESI to be enclosed to justify your above rates.
  3. Rates should also be quoted as per Part I to VII separately and also its total as per Abstract.

**Purchase & Stores Officer**

**Government of India  
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Indian Institute of Remote Sensing  
Dehradun-248001**

**ABSTRACT** of MPR No 26876/PT-6 date of submission 05/3/2013

Sl. No	Name of the Work (s)	Total Value including cost of material in Rs.
1.	<b>Part-I</b> : Work contract for cleaning, housekeeping of IIRS Campus, including extra workforce as and when required	
2.	<b>Part-II</b> : Work contract for cleaning, housekeeping of Lab, working area, instruments, equipments, window glasses & panels etc.	
3.	<b>Part-III</b> : Work contract for cleaning, housekeeping, cooking in Canteen	
4.	<b>Part-IV</b> : Work contract for cleaning, housekeeping, cooking in Guest House	
5.	<b>Part-V</b> : Work contract for maintenance /up keeping of Garden	
6.	<b>Part-VI</b> : Work contract for cleaning, housekeeping of Hostels (A,B,C,D,E & F Blocks).	
7.	<b>Part-VII</b> : Work contract for Supervisory	
8.	<b>Total</b>	
9.	<b>Special Terms &amp; condition for Two Part Bid- As per Annexure-I</b>	
10.	<b>Important Note as per Annexure-II</b>	
11.	<b>Technical Bid Terms &amp; conditions as per Annexure-III</b>	
12.	<b>Commercial Bid Format as per Annexure-IV</b>	
13.	<b>General Terms &amp; Conditions as per Annexure-IV</b>	



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**Commercial Bid – Part -I**

**of MPR-IIRS/P&S/MPR-26876/PT-6, date of submission: 05/3/2013**

**Work Contract for Cleaning, Housekeeping of Lab, working area, instruments, equipments,  
window glasses, window panels etc., w.e.f. 1.04.2013 to 31.03.2014**

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day)	Total Amount in Rs.
1.	12 months (6 days in a week and total number of days 316 days-inclusive of 3 national holidays)	<p>Work contract for the following Works:</p> <ul style="list-style-type: none"> <li>- Cleaning of the Labs, working area, window etc. (Seven labs are to be cleaned throughout the period and should be kept in usable condition).</li> <li>- Cleaning roads, surface drainage, pathways, terrace of building, kachcha road and removal of waste paper, packing cases, wrappers, material etc.</li> <li>- Dumping/Transportation of all the waste in Nagar Nigam garbage bin .</li> <li>- Cleaning of CSSTEAP Office building</li> <li>- Cleaning twice a week roads and common area at IIRS Campus including residential quarters and sloppy area around the campus.</li> <li>- Cleaning and moping of Director CSSTEAP Bungalow and its surroundings.</li> <li>- Collecting the garbage from IIRS Quarters, Hostel, Canteen, Gym, Play Area, Garden and its transportation by Cycle Rickshaw at Nagar Nigam Garbage Bin.</li> </ul> <p>Approx Area of Office Space: 10000 Sqm.approx. Open Space : 9300 sqm approx. No. of work force required : 11 Nos. (Unskilled).</p>		

  
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**Commercial Bid – Part A of Part-II**  
of MPR No 26876/PT-6 date of submission 05/3/2013  
**Work Contract for Cleaning, Housekeeping of IIRS Campus**  
w.e.f. 1.04.2013 to 31.03.2014

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day )	Amount in Rs.
1.	12 months (6 days in a week and total number of days 316 days including 03 national holidays)	Work contract for the following Works: Cleaning of Labs, working area, instruments, Equipments, Window Glasses, Window Panels etc. ( Seven Labs are to be cleaned throughout the period and things should be kept in usable conditions) No. of work force required : 08 Nos. (Unskilled).		



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**Commercial Bid – Part- B of Part-II**  
of MPR No 26876/PT-6, date of submission 05/3/2013

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day )	Amount
1.	750 Man days per year on Casual Basis.	Providing of extra workforce of approximate 750 days per year on need basis as and when required as extra. +, Contract Profit as per Central Govt. approved rate  <b>NOTE :-</b> Since the job is carrying daily Labour on need basis, EPF & ESI and Uniform etc., are not considered for above item.		

  
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**Commercial Bid – Part C of Part-II**  
**of MPR No.26876/PT-6 date of submission 05/3/2013**

Sl. No.	ITEMS	Quantity required per month	Unit Rate	Total Amount per moth
1.	Phenyl Pheno + or other standard brand (HYGIENE India Noida)	40 Ltrs.		
2.	Broom stick coconut wt 350 gms	30 Nos.		
3.	Soft broom wt. 300 gms	18 Nos.		
4.	Naphthalene ball (for toilet)	3 Kgs.		
5.	Floor Duster of good quality and Big Size : 35" x 35"	18 Nos.		
6.	Urinal & Sanitary Cubes (SSK Enterprises Noida)	12 Pkts.		
7.	Acid (Toilet) Good quality	20 Ltrs.		
8.	Vim Powder	18 Kgs.		
9.	Office Duster Good quality Big Size : 25" x 25"	18 Nos.		
10.	Air Freshener (Sandal wood/Jasmine)	9 Bottles.		
11.	Colin	9 Bottles.		
12.	Harpic	18 Bottles.		
13.	Bamboo Logs along with Iron Ring	2 Nos.		
14.	Liquid Soap, Brand : FEM Bouquet or equivalent)	9 Ltrs.		
15.	Wheel Powder Pkt. (1 Kg. Pkt).	10 Kgs.		
16.	Lifebuoy Soap, Cap: 115 grms.	10 Nos.		
17.	Toilet Brush good quality	2 Nos.		
18.	Plastic Junna.	9 Nos.		
			<b>Total</b>	

**Rs. - per month x 12 month = Rs.**

Note: - Above rates are inclusive of all taxes.

  
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**Commercial Bid – Part- A of Part -III**  
of MPR No 26876/PT-6, Date of submission : 05/3/2013

Work Contract for Cleaning, Housekeeping of Canteen, Cooking w.e.f. 1.04.2013 to 31.03.2014

Sl.No.	Quantity	Description of the Work	Rate in Rs. (Per Day)	Amount in Rs.
1.	12 months (6 days in a week and total number of days 316 days including 03 national holidays)	Work contract for the Works of cleaning of Canteen Utensils, Tables, Chairs, Water Cooler, window glass plain and door etc.  Total Number of Workforce : 03 Nos. (Unskilled)		
2.	12 months (7 days in a week & total number of days are 365 days including 03 national holidays)	Work contract for the Works of preparation and serving Tea & Lunch. Preparation and serving of Official/Special Lunch with special menu as given by the Department/as per Part-VIII as and when required. Item shall be supplied by office. The cook will work in monthly shift of 06.00 AM to 02.00 PM and 02.00PM to 10.00 PM as below: (a) 02.00 to 10.00 PM Canteen : 1400 to 1730 hrs. Guest House : 1730 to 2200 hrs. (b) 06.00 AM to 02.00 PM :- Guest House 0600 to 0930 hrs. Canteen : 0930 to 1400 hrs. Total Number of Workforce : 01 No. (Highly Skilled)		

  
Purchase & Stores Officer

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**Commercial Bid – Part- B of Part -III**  
of MPR No 26876/PT-6, date of submission : 05/3/2013

Sl. No.	ITEMS	Quantity required per month	Unit Rate in Rs.	Total Amount in Rs. Per Month
1.	Phenyl Pheno + or other standard brand (HYGIENE India Noida)	05 Ltrs		
2.	Coconut Broom sticks (Jharu) wt. 350gms	05 Nos.		
3.	Broom Soft Jharu wt. 300gms	02 Nos.		
4.	Liquid Soap, Brand : FEM Bouquet or equivalent)	02 Ltrs.		
5.	Floor duster good quality Size : 35" x 35"	06 Nos.		
6.	Wheel Powder ( 1 Kg Pkt).	08 Pkts.		
7.	Vim Powder 01 Kg Pkt.	08 Pkts.		
8.	Office Duster good quality, size: 25" x 25"	20 Nos.		
9.	Wiper	02 No.		
10.	Finit/ Baygon	02 Ltrs.		
11.	Lifebuoy Soap	04 Nos.		
<b>Total</b>				

Rs. per month x 12 month = Rs.

Note: - Above rates are inclusive of all taxes.

  
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**Commercial Bid – Part-A of Part -IV**

of MPR No 26876/PT-6, date of submission 05/3/2013

Work Contract for Cleaning, Housekeeping and Cooking etc. of Guest House w.e.f. 1.04.2013 – 31.03.2014

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day )	Amount Rs.
1.	12 months (7 days in a week and total number of days 365 days including three national holidays).	<p>Work contract for the Work for keeping watch on the visitors in and around Guest House building. The Reception Counter should be manned for 24 hours. Visitors Registers are to be maintained. The used towels may be given to washer man. All the required furnishing material will be provided by IIRS. On demand prior booking should be obtained for the Breakfast, Lunch and Dinner etc. Minimum thrice a week changing of Towels, Bed sheets, Pillow covers of all the rooms on each occupants basis. Cleaning and mopping of Guest House rooms, toilets, window glasses, roads, pathways, plinth protection, terrace of building, cleaning of sewer line etc. Daily cleaning, mopping and dusting of all the rooms before 0900 hours common areas such as all passages, Recreation Hall, front lobby and any other areas on part time basis for an approximate area of 800 sqm. Vacuum cleaning of all the carpets and other places wherever necessary. Disinfecting of the building once in 2 months for spraying Finit, Baygon etc.</p> <p>Preparation and serving of Tea, Breakfast, Lunch and Dinner should also be carried out on demand. Cooking material like Sugar, Tea, coffee, Milk, Bread, Eggs, Sauce, Jam, Vegetables, Dal, Rice, Floor, Florid spices and LPG Gas etc. shall be supplied by the office as per requirement.</p> <p>Preparation and serving of official/working special Lunch and Dinner etc. with special menu given by the Department/as per Part-VIII, as and when required for which all the required items shall be supplied by the office.</p> <p>Note :- The Cook will work in a month shift of 06.00 AM to 02.00 PM and 02.00 PM to 10.00 PM. (c) 06.00 AM to 02.00 PM :- Guest House : 0600 to 0930 hrs. Canteen : 0930 to 1400 hrs. (d) 02.00 to 10.00 PM Canteen : 1400 to 1730 hrs. Guest House : 1730 to 2200 hrs.</p> <p><b>No. of workforce required – 5 Nos. unskilled, 1 No. highly skilled and 1 No. highly skilled with English speaking &amp; computer knowledge.</b></p>		

  
Purchase & Stores Officer

Government of India  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

**Commercial Bid – Part-B of Part -IV**  
of MPR No 26876/PT-6, date of submission 05/3/2013

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day)	Amount in Rs.
1.	50 days as and when required.	<p>Preparation and serving of official/working special Lunch and Dinner etc. with special menu given by the Department as and when required for which all the required items shall be supplied by the office.</p> <p>Contract Profit as per Central Govt. approved rate and Service Tax</p> <p><b>NOTE :-</b> Since the job is carrying daily labour on need basis, EPF &amp; ESI and Uniform etc., are not considered for above item.</p>		

  
**Purchase & Stores Officer**

Government of India  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

**Commercial Bid – Part-C of Part -IV**  
of MPR No 26876/PT-6, date of submission: 05/3/2013

Sl. No.	ITEMS	Quantity required per month	Unit Rate in Rs.	Total amount in Rs. Per Month
1.	Phenyl Pheno + or other standard brand (HYGIENE India Noida)	15 Litres		
2.	Broom stick coconut 350 gms	8 Nos.		
3.	Soft broom 300gms	4 Nos.		
4.	Naphthalene ball (for toilet)	500 Gms.		
5.	Napthalene ball (for cupboard)	500 Gms.		
6.	Floor duster for good quality and big size 35" x 35"	6 Nos.		
7.	Odonil	12 Nos.		
8.	Tissue paper roll of 70 metres length of good quality	10 Rolls		
9.	Acid (Toilet)	5 Ltrs.		
10.	Vim powder	08 Kgs.		
11.	Office Duster good quality big size: 25" x 25"	20 Nos.		
12.	Air freshener (Sandal wood, Jasmine)	6 Bottles		
13.	Colin	4 Bottle		
14.	Harpic	8 Bottles		
15.	Finit / Baygon	1 Liter		
16.	Liquid Soap, Brand : FEM Bouquet or equivalent)	5 Liter		
17.	Plastic juna	5 Nos.		
18.	Vim Bar Big Size	3 Nos.		
19.	Wiper Good Quality	02 Nos.		
20.	Wheel Powder	04 Pkts.		
21.	Floor Sampoo	05 Ltrs.		
22.	Hit	01 No.		
20	TOTAL			

**Rs. - per month x 12 months = Rs.**

Note: - Above rates are inclusive of all taxes.



Purchase & Stores Officer

Government of India  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

**Commercial Bid – Part-A of Part -V**  
of MPR No 26876/PT-6, date of submission: 05/3/2013  
Work Contract for Maintenance/Up keeping of Garden w.e.f. 1.04.2013 – 31.03.2014

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day )	Amount in Rs.
1.	12 months (6 days in a week and total number of days 316 days-inclusive of 3 national holidays)	<p>Work contract for Up keeping of IIRS Garden, Lawns, Flowerbed, Flower Pots etc. by removing of unwanted grass buses, cutting of branches of trees to the points of beautiful look of garden/lawns and gardening in the area of IIRS Campus, roping, weeding, stacking, pruning, gap filling, trimming moving, growing and watering of plants and its maintenance of IIRS campus (plain area) including of down slope of IIRS. Generation of new garden, lawns, flowers pots etc. Making nursery and vermicompost, preparing seedling/Sapling, grafting, layering in / for nursery / green house. Protect the plant, shrubs, lawn etc. from being attacked by insect, pets or disease. Immediately spraying work is to be done on supply of medicines by IIRS. Supervision of gardening work, having knowledge of insects of plants and diseases etc., seasonal flower plants, its plantation and maintenance, generation of new lawns and its maintenance, making nursery and vermicompost, preparing seedling/Sapling, grafting, layering in / for nursery / green house</p> <p>Total Area : 15000 Sqm. Approximately.</p> <p>No. of work force required : 07 Nos. Semiskilled and 01 No. Highly Skilled.</p> <p>(a) Un-Skilled : 7 Nos (b) Skilled : 2 Nos</p>		

  
**Purchase & Stores Officer**



**PART-V**

(B)

Government of India  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

**Commercial Bid – Part-B of Part -V**  
of MPR No 26876/PT-6, date of submission: 05/3/2013

Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day)	Amount in Rs.
1.	79 days from 01.07.2013 to 30.09.2013 (Three months)	Work contract for cleaning of wild grass from vacant lands / slopes of IIRS Campus and residential quarters area at IIRS Campus and at Kalidas Road by engaging 04 Nos. of Unskilled Labours.  <b>NOTE :-</b> Since the job is carrying daily labour on need basis, EPF & ESI and Uniform etc., are not considered for above item.		



Purchase &amp; Stores Officer

**PART – VI****(A)**

Government of India  
Department of Space  
Indian Space Research Organisation  
**Indian Institute of Remote Sensing**  
Dehradun.

**Commercial Bid – Part-A of Part -VI**  
of MPR No 26876/PT-6, date of submission 05/3/2013

Work Contract for Maintenance/Up keeping of Trainees Hostel D-Block, A, B, C, E & F Block Blocks w.e.f.  
1.04.2013 to 31.03.2014.

Part -A				
Sl. No.	Quantity	Description of the Work	Rate in Rs. (Per Day )	Amount in Rs.
1.	12 months (7 days in a week & total number of days are 365)	<p>Work contract for Cleaning &amp; attendant of Trainees Hostels D-Block, A, B, C, E &amp; F Blocks, toilets, common places of all A,B,C,D,E &amp; F blocks alongwith material as detailed in Annexure- enclosed.</p> <p>A. Number of workforce required : 14 Nos. (Unskilled).</p> <p>B. Number of workforce required : 02 Nos. (Semi-Skilled)</p> <p>C. Number of workforce required : 04 Nos. (Highly Skilled: Supervisors: 02 Nos. and Cooks : 02 Nos)</p> <p>Total workforce : 14 Nos. (Unskilled) 02 Nos. (Semi-skilled) 04Nos.(Highly Skilled)</p>		



Purchase &amp; Stores Officer

Government of India  
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**PART-VI**  
(B)

**Commercial Bid – Part-B Part -VI**  
of MPR No 26876/PT-6, date of submission 05/3/2013

Supply of Material for cleaning work required per month as per the anticipated (approximate quantity) for IIRS Hostel A, B, C, D, E & E Blocks with effect from 1.04.2013 to 31.03.2014

Sl.No.	Description of Item	Quantity	Unit Rate (Rs.)	Total Amount Per month (Rs.)
1.	Phenyle Pheno	105 Ltrs.		
2.	Coconut Broom Sticks 350 grsm.	30 Nos.		
3.	Broom Soft 300 grms.	15 Nos.		
4.	Naphthalene Ball (For Toilet)	04 Kgs.		
5.	Floor Duster Big Size 35" x 35"	62 Nos.		
6.	Odonil	50 Nos.		
7.	Tissue Paper Roll of 70 mtrs. length of good quality	100 Rolls		
8.	Vim Powder Pkt (Pkt of 1 Kg).	65 Kgs.		
9.	Office Duster Big Size 25"x 25"	60 Nos.		
10.	Lizol	30 Nos.		
11.	Air Freshner (Sandal Wood, Jasmine).	06 Nos.		
12.	Colin	08 Nos.		
13.	Harpic	70 Nos.		
14.	Finit	02 Bottles		
15.	Wiper good quality	08 Nos.		
16.	Bamboo Logs alongwith iron ring	13 (in 6 months)		
17.	Plastic Juna	50 Nos.		
18.	Floor Sampoo	32 Kgs.		
19.	Lifebuoy Soap Small	25 Nos.		
20.	Wheel Power Pkt. (Pkt of 1 kg)	45 Kgs.		
21.	Acid Bottle	20 Btls.		
22.	<b>TOTAL</b>			

Rs. - per month x 12 months = Rs.

Note :Rate are inclusive of all taxes.



**Purchase & Stores Officer**

Government of India  
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**Commercial Bid of Part -VII**  
of MPR No 26876/PT-6, date of submission: 05/3/2013

**Work Contract of Supervisor w.e.f. 1.4.2013. to 31.3.2014**

Sl. No.	Quantity	Description of the Work	Rate (Per day)	Amount Rs. Ps.
1.	12 months (6 days in a week and total number of days 316 days including 03 national holidays	Work contract of Supervisor for look aftering the entire work force engaged by the agency/contractor under Contract. Work Force : 01 No. (Highly Skilled)		

**NOTE :-**

1. The Supervisor shall posses degree with 5 years relevant experience (Housekeeping + horticulture, upkeep/maintain) or intermediate + 10 Year relevant experience. He shall be able to read, write & communicate in both Hindi & English languages.
2. He shall posses supervising /managing Capabilities to control guide and supervise the workforce in order to ensure undisputed & high quality Works.
3. The credentials of the candidate shall be submitted along with tender which will be further verified as well and the candidate will be interviewed before accepting him as supervisor by Administrative Officer.
4. The Supervisor shall take instructions from the Administrative Officer to carryout various jobs as listed out up to his complete satisfaction and shall maintain all records including daily attendance, payment of wages, EPF & ESI records etc., and submit to Administrative Officer whenever called for.
5. He must posses a mobile (cell) phone.

  
**Purchase & Stores Officer**



**Government of India**  
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Indian Space Research Organisation  
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Dehradun

PART-VIII

**Menu of Official/Working Special Lunch / Dinner**

- 1) a) Special Lunch / Dinner (Vegetarian)
- Juice / Soup.
  - Rice / Jeera Rice / Veg. Pulaow.
  - Dal Yellow / Sambar / Aloo Mutter.
  - Paneer Item.
  - Mix. Vegetable.
  - Curd, Chapatti.
  - Salad, Papad & Pickle (Achaar).
  - Ice-cream / Sweet.
  - Fruit (Banana / Papaya or equivalent).
- b) Special Lunch / Dinner (Non-Vegetarian) : Menu will be same as Vegetarian Lunch / Dinner plus Chicken curry
- 2) Ladoo (Bundi), Sakarpara for any special occasion like Republic /Independence Day / Deepawali etc.

  
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