



भारत सरकार

GOVERNMENT OF INDIA

पेट्रोलियम एवं विस्फोटक सुरक्षा संगठन

PETROLEUM AND EXPLOSIVES SAFETY ORGANIZATION

कार्यालय उप मुख्य विस्फोटक नियंत्रक

O/O DY CHIEF CONTROLLER OF EXPLOSIVES

विभागीय परीक्षण केन्द्र

Departmental Testing Station

18 किमी गोंडखैरी,

18 KM Mile Stone , Gondkhairy

अमरावती रोड, नागपुर

Amrawati Road, Nagpur

पिन कोड/Pin Code – 440 023.

विभागीय परीक्षण केन्द्र परिसर के
सुरक्षा क्षेत्र व उद्यान रखरखाव एवं हाऊसकीपिंग हेतु
निविदा आवेदन पत्र प्रारूप

TENDER FORM OF ANNUAL CONTRACT
FOR SAFETY ZONE & GARDEN MAINTENANCE AND
HOUSEKEEPING OF DEPARTMENTAL TESTING
STATION PREMISES

No. 32019/1/2015-16/Tender/DTS/Safety Zone & Garden Maintenance
and Housekeeping Price :Rs. 500/-



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PETROLEUM AND EXPLOSIVES SAFETY ORGANIZATION

कार्यालय उप मुख्य विस्फोटक नियंत्रक

O/O DY CHIEF CONTROLLER OF EXPLOVES

विभागीय परीक्षण केन्द्र/Departmental Testing Station

18 किमी गोंडखैरी,/18 KM Mile Stone , Gondkhairy

अमरावती रोड, नागपुर/Amrawati Road, Nagpur

पिन कोड/Pin Code – 440 023.

1. Name of Firm & Address

Phone No. : _____

E-mail : _____

Mobile No. _____

2. Registration Numbers

3. CST/LST/VAT No.

4. Earnest Money D.D. No., Issuing
Branch & Date

5. PAN/TAN Details

Date : _____

Signature of Tenderer

Receipt and Opening of Tender

1.	Last date and time of submission of tender form	11/03/2015 upto 1100 Hrs.
2.	Date and Time of opening of tender	11/03/2015 at 1500 Hrs.
3.	Place of Submission and opening of tender	O/o. Dy. Chief Controller of Explosives, Petroleum & Explosives Safety Organization, 18 th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra)

The offer shall be addressed to the Dy. Chief Controller of Explosives, Petroleum & Explosives Safety Organization, 18th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra).

Sealed tenders shall be dropped in the tender box provided in the O/o. Dy. Chief Controller of Explosives, Departmental Testing Station, Petroleum & Explosives Safety Organization, 18th K.M. Stone, Gondkhairy, Amravati Road, Nagpur- 440 023 (Maharashtra).

GENERAL TERMS AND CONDITIONS

A – For Tenders:-

- (a) In case documents are not found in order as per requirements, the bid will be rejected.
- (b) Cost of tender document/form once paid in non-refundable.
- (c) Each page of the offer is to be signed and stamped.
- (d) The Dy. Chief Controller of Explosives reserves the rights to accept or reject any tender without assigning any reason whatsoever.
- (e) In the event of any dispute with the decision of Tender committee, the decision of the Dy. Chief Controller of Explosives, DTS will be final.

B – Contract Period:-

The Dy. Chief Controller of Explosives, DTS, Gondkhairy, Nagpur proposes to award safety zone & garden maintenance and housekeeping contract for the premises of Departmental Testing Station, Gondkhairy, Nagpur. **The period of contract will be from 01.04.2015 to 31.03.2016.** The contract shall be for the period of one year subject to the decision of the Petroleum and Explosives Safety Organization after observing performance during the first three months.

In case of acceptance of offer, a detailed MOU/Agreement will have to be signed by the successful L1 bidder (Henceforth called as “Service Provider”) with Dy. Chief Controller of Explosives, DTS, PESO, Gondkhairy, Nagpur.

C – Termination of Contract:-

The contract shall have provision for termination by either side with one month notice in writing. However, this clause shall not be applicable for the first three months period where in the Petroleum & Explosives Safety Organization shall reserve the right to terminate the contract if performance of the contractor is not found satisfactory.

D – Validity:-

The price quoted must be firm during the tenure of the contract and offer must remain open for acceptance minimum up to 120 days from the date of opening the tender. Offer with a validity of less than 120 days will be liable for rejection without any further reference.

E – Late receipt of the offers:-

Late/delayed offers, fax officers/messages, telegraphic offer and incomplete offers are liable to be rejected. Any late/delayed tender received will not be accepted.

F – Earnest money deposit:-

The earnest money deposit (EMD) of **Rs. 15,000/- (Rs. Fifteen Thousand Only)** shall be deposited along with the tender. Earnest money without interest will be returned to the unsuccessful bidders. The EMD will be payable by a demand draft, drawn on any nationalized/Scheduled Bank in favour of **“Chief Controller of Explosives” payable at “Nagpur”**.

G – Security Deposit:-

Successful L1 bidder shall have to furnish security deposit of Rs. 15,00/- (Rs. Fifteen Thousand Only) as performance security in the form of demand draft, drawn on any nationalized/Scheduled Bank in favour of **“Chief Controller of Explosives” payable at “Nagpur”**. This will be refund after the expiry of the contract.

H – Payment terms:-

No advance payment will be made. The payment will be released on monthly basis. The service provider shall submit monthly bill along with the requisite documents within one week of the completion of the month.

Service provider shall submit documentary evidence having deposited service tax in respect all the contract workers at the end of every quarter.

Service provider shall also submit a copy of challan as a documentary evidence having deposited payment of Workman Compensation amount along with the monthly bill.

I – Police antecedent verification Certificate:-

The contract workers by the successful bidder should have to submit antecedent verification certificate issued by the competent police authority and also should be medically fit. These documents shall be given by the successful bidder at the time of deployment of the personnel. Any replacement of personnel shall be intimated to this office and all necessary information/document shall be submitted in advance to the Dy. Chief Controller of Explosives, DTS, PESO, Gondkhairi, Nagpur about contract workers.

J – Deployment of Workers:-

The contract is for deployment of 08 (Eight) workers per day basis for maintenance of Safety Zone of Testing Laboratories, Magazines, Blasting Pit & garden of DTS premises which is spread over 81 acre (Approx) by regularly cutting grass/ wild growth through out the contract period. At least two contract workers out of 08 (Eight) shall possess experience of handling grass cutter machine. Three MALE workers out of 08 (Eight) for cleaning of Administrative Building, Testing Laboratories, Equipments, Toilets and other buildings of DTS premises. The worker will have to be deployed as per the deployment scheme of this office. Successful bidder shall have to provide worker in general shift of 08 hours.

K – Compliance of statutory requirement:-

- (a) The service provider must possess valid labour licence under contract labour (Registration and Abolition) Act, 1970 and the contract labour (Registration and Abolition) Central Rules, 1971.
- (b) The service provider shall ensure that various benefits to their personnel in accordance with the provisions of various Acts as applicable in the state of Maharashtra as well as compliance of all Central and State statutory obligations as applicable to their personnel and same shall be entirely his responsibility with no liabilities what so ever may be attached to the Petroleum and Explosives Safety Organization (PESO).
- (c) The service provider must pay their workers in accordance with the provisions of Minimum Wages Act and Minimum Wages (Central) Rules, 1950 and other statutory provisions applicable in the state of Maharashtra.
- (d) The service provider shall abide all other statutory provisions applicable to him for undertaking maintenance contract.

L – Other terms:-

- (a) Compliance of the provision of payments of compensation to the workers engaged by the service provider due to accident, accidental death or injury while on employment in the DTS shall be the security service provider's responsibility.
- (b) The worker shall attend the duty with jungle boots and necessary garden maintenance devices.

- (c) All arrangement required for posting of workers shall be made at service provider's own cost.
- (d) Replacement of personnel, if required by the DTS due to any reason, shall be provided by the service provider within 24 hours.
- (e) Any request for decreasing or increasing the strength of workers shall be complied by the service provider within 7 days of the notice in writing. The accepted rates of the contract will also be applicable to such change in the strength.
- (f) Any loss to property of Departmental Testing Station arising out of any negligence of service provider's workers shall be compensated by deducting service provider's bills based on market value of such property.

DESCRIPTION OF WORK

The Departmental Testing Station (DTS), is having testing facilities at 18 K.M. Stone, Amravati Road, Gondkhairy, Nagpur- 440 023 spread over on 81 acres (Approximately) of land. The service provider has to provide 08 workers on per day basis in general shift of 08 hours for maintenance of safety zone of Testing Laboratories, Magazines, Blasting Pit and garden of DTS premises by regularly cutting grass/ wild growth throughout the contract period. Season to season plantation of seasonal flowers, plants, plantation of lawns, shrubs, trees etc. as and when required, will have to be carried out by the workers of the service providers. Out of eight workers three MALE workers shall deployed for the cleaning of Administrative Building, Laboratories, Toilets etc. The service provider has to directly supervise his employees work.

BID

The bid shall be strictly organized and submitted as per following sequence.

1. Table of contents:- List of documents enclosed with page number.
2. Earnest money deposit of Rs. 15,000/- (Rs. Fifteen Thousand Only) in the form of demand draft drawn on any nationalized /Scheduled bank in favour of "Chief Controller of Explosives" payable at "Nagpur".
3. Tender form fee of Rs. 500/- (Rs. Five Hundred Only) in the form of demand draft drawn on any nationalized /Scheduled bank in favour of "Chief Controller of Explosives" payable at "Nagpur" shall be submitted.
4. CST/LST/VAT registration certificate as applicable.
5. PAN/TAN details.
6. Attested copies of Article of Association (in case of registered firm), By laws and certificate of registration (in case of registered cooperative Society), partnership deed (in case of partnership firm).
7. A copy of the letter of competent authority regarding rate of Minimum wages applicable at Gondkhairy.
8. A copy of registration certificate of shop and Establishment.
9. Copy of income tax certificate for last three years.
10. A copy of Provident Fund registration certificate. The service provider must fulfil the obligation of Provident fund, if he engaged more than 20 contract workers in all including of this office and also other organizations where the service provider undertakes such

type of work, the contract workers shall be taken into account for fulfilling obligation of Provident Fund Rules.

11. Copies of registration with CPWD.
12. Copies of recent similar contracts with Government Department/ Public Sector Undertaking executed during last three years, if any.
13. Details about type and scale of work executed in last three years in different organization.
14. Copies of registration with Government Department, Public Sector Undertaking indicating class of registration. **Preference will be given to those firm who had contract with Government Department/ Public Undertaking.**
15. Certificate to the effect that all conditions mentioned in the tender will be agreed to.
16. The rate of contract worker must be quoted on per day basis as per under mentioned proforma.

Basic Wages	
DA	
Provident Fund	
Workman Compensation	
Service Charge	
Service Tax	
Total	

17. All photocopies of bid documents need to be attested by **Gazetted Officer**.

Dy. Chief Controller of Explosives
Departmental Testing Station Gondkhairy, Nagpur

GOVERNMENT OF INDIA
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION

Safety Zone, Garden Maintenance and House Keeping Contract at Petroleum & Explosives Safety Organization (PESO), Departmental Testing Station, Gondkhairy , Nagpur -440023 from 1st April 2015 to 31st March 2016

- A) The following Documents are required along with the bid failing which the quotation is liable to be rejected.
1. A copy of letter of competent authority on rate of minimum wages as applicable at Gondkhairy.
 2. A copy of Registration Certificate of Shop and Establishment
 3. A copy of Latest Income Tax Certificate.
 4. A copy of Provident Fund Registration Certificate . The Contractor must fulfil the obligation of Provident Fund, if he engages 20 or more contract Labourers in this office or in all other organizations where the contractor undertakes such type of work, the contract worker shall be taken into account.
 5. Copies of Registration with CPWD , if any
 6. Copies of recent orders / Contract with Govt Department / Public sector undertaking executed by you.
 7. Type and Scale of Work executed by you in the last 3 Years in different organization regarding safety Zone, Garden Maintenance and Housekeeping Contract.
 8. Copies of registration with Government Department, Public Undertaking indicating Class of Registration. Preference will be given to those firm who had contract with Govt. Department / Public Undertaking
 9. Terms and Condition duly signed in favour of acceptance.
 10. EMD of Rs 15,000/- as Bid Security in the form of Demand Draft in favour of Chief Controller of Explosives , Nagpur payable at Nagpur. The DD must be purchased after the date of publication of tender notice in News paper / Departmental Website – www.peso.gov.in
- B) The Quotation should contain.
- i) Details of Wages of workers (total 08 Nos of workers for maintenance of Safety Zone of Testing Laboratory area and other area and garden of premises spread over 81 acre (Approx) by regularly cutting grass / wild growth. Three MALE workers out of 08 (Eight) for cleaning of Administrative Building, Testing Laboratories, Equipments, Toilets and other buildings of DTS premises. The worker will have to be deployed as per the deployment scheme of this office. At least one contract worker shall possess experience of handling grass cutter machine.
 - ii) The contract is for 12 months from the 1st April 2015 to 31st March 2016
 - iii) The rate should be quoted on per worker per day basis and should include service tax as applicable.
 - iv) Service charges should be quoted separately. Quotation without service charge or Zero service charge will not be acceptable.
- C) The sealed quotation should be submitted in this office on or before 11/03/2015 upto 11: 00 hrs and bid will be opened on 11/03/2015 at 15:00 hrs in Departmental Testing Station , Gondkhairy, Nagpur : 440023.
- D) The PESO has the right to reject any or all of the quotation in full or part without assign any reason whatsoever .
- E) The bidder has to execute an agreement with Dy.CCE, DTS for one year with all terms and Conditions.
- F) Any terms and conditions / licence if any from the state or any other authority are to be abide by the bidder.

Dy Chief Controller of Explosives

GOVERNMENT OF INDIA
PETROLEUM & EXPLOSIVES SAFETY ORGANIZATION

Safety Zone, Garden Maintenance and House Keeping Contract at Petroleum & Explosives Safety Organization (PESO), Departmental Testing Station, Gondkhairy , Nagpur -440023 from 1st April 2015 to 31st March 2016

TERMS AND CONDITIONS

1. On acceptance of contract the selected firm should deposit Rs 15,000/- (Rs Fifteen Thousand Only) as performance security in the form of Demand draft of any Nationalised bank in favour of Chief Controller of Explosives , Nagpur , payable at Nagpur . This will be refunded after the expiry of the contract.
2. You should ensure that various benefits of your personnel in accordance with the provisions of various acts as applicable in the State of Maharashtra. Compliance of all Central and State Statutory obligations as applicable to your personnel shall be entirely your responsibility with no liabilities whatsoever attached to the Petroleum and Explosives Safety Organization
3. You must pay your workers in accordance with the provisions of Minimum Wages Act and Minimum Wages (Central) Rules , 1950 and other Statutory provisions applicable in the State of Maharashtra. The proof of salary payment and other statutory payments CPF etc. to be produced along with monthly bill. The payment to the guards (security personnel) should be made by Cheque or through RTGS directly in their Bank Accounts, failing which monthly bills will not be passed for payment.
4. The Contract shall have provision for termination by either side with one month notice in writing. However , this clause shall not be applicable for the first three months period wherein the Petroleum & Explosives Safety Organization shall reserve the right to terminate the contract if performance of the contractor is not found satisfactorily.
5. If the contract is awarded to you , you shall not , without prior approval of the of the PESO , in writing assign to any other party / parties the whole or part of work. Even where such approval is given by the PESO , the successful bidder shall not be relieved of his obligations / responsibilities under this contract.
6. The contract is for 12 months from 1st April 2015 to 31st March 2016 . The rate should be as per worker per months basis and the contractor shall provide 08 workers each day.
7. The firm shall be responsible for the following:
 - a) Maintenance of the Safety Zone around Testing Laboratories / area by cutting grass and wild growth.
 - b) House Keeping of Testing Laboratories & Administrative buildings including Toilet & Bathrooms of Departmental Testing Station premises.
 - c) Out of three persons (Only Males) to be engaged for House Keeping purpose.
 - d) Smoking is strictly not allowed inside the premises , therefore no person should be deployed who smokes .
 - e) All workers should be provided with jungle boots and cotton cloth uniform only (Cap, shirt, trousers without pockets) . They should report duty in uniform only.
- 8) Season to season plantation of seasonal flowers plants , plantation of lawns , shrubs , trees etc as and when required , will have to be carried out .

- 9) Compliance of the provision of payments of Compensation to your workers due to accident , accidental death or injury while on employment in the DTS shall be your responsibility.
- 10) All arrangement required for posting of your personnel shall be made at your own cost. Charges for accommodation if provided by the department like drinking water , electricity and other charges shall be paid by you as per Govt rules which is applicable from time to time .
- 11) Replacement of your personnel , if required by the department due to any reason , shall be provided by you within 24 hrs of the intimation given to you.
- 12) Any request for decreasing or increasing the strength of your personnel shall be complied by you within 7 days of the notice in writing. The accepted rates of the contract will also be applicable to such change in the strength.
- 13) Any loss to property of Departmental Testing station arising out of negligence of your worker shall be compensated by deducting your bills based on market value of such property.

Dy Chief Controller of Explosives

The above conditions are acceptable to me

(Name and Signature of the Contractor with seal)