

GOA STATE POLLUTION CONTROL BOARD

गोंय राज्य प्रदूषण नियंत्रण मंडळ

(An ISO 9001:2015, ISO 14001:2015. OHSAS 18001:2007 Certified Board)

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Short Notice inviting quotations

No. 1/27/20-PCB/Vol.V/Part-III/Admn/ 1633

Date: 04/05/2021

Sub: Contract for House-keeping and maintenance of office cum laboratory building of the Goa State Pollution Control Board – inviting of quotations.

Sealed quotations are hereby invited from interested parties / Housekeeping agencies for providing housekeeping services as per the conditions listed below, to the office cum laboratory building of the Goa State Pollution Control Board, situated at Saligao, Bardez Goa, Near Saligao Seminary, on outsourcing basis, for a period of **two years**, (i.e from the date of issue of work order) so as to reach this office on or before **13/05/2021**.

Quotations shall be opened on **17/05/2021 at 3.00 p.m.** in the presence of the parties, who wish to remain present.

TERMS AND CONDITIONS:

A. SERVICES TO BE RENDERED

a.	The Service Provider shall do cleaning of the office and laboratory building and compound of the Goa State Pollution Control Board including all common areas such as work stations, officers cabins, store rooms, Conference room, auditorium, pantry, record rooms, corridors, waste room, photocopier machines, laboratory platforms (excluding washing of glassware and handling of chemicals), library, glass ware room, instrument rooms, elevator, ceiling, electrical fixtures, boards, window panes, glass doors, staircases, railings, lifts, wash rooms, etc. and any other areas in the building which are not specified, on all working days.
b.	The Service Provider shall use vacuum cleaner, floor maintenance equipment and pressure wash equipment for cleaning on a regular basis. Cleaning machine shall be used to clean the floor / tiles at least twice a month.
c.	The Service Provider shall use / supply required materials of standard quality and reputed brands for the purpose of cleaning i.e brooms, phenol, naphthalene balls, air fresheners, cleaning machines, brushes, floor wax etc. at his / her own cost.
d.	The Service Provider shall do dry cleaning of carpets and upholstery on settees and also shall clean the spots on the same with detergent / shampoo.
e.	The Service Providers shall keep all the toilets belonging to this Office clean and dry at all times and clean them at least thrice a day on all working days whether in use or not, using necessary consumables / detergents
f.	Changing of towels on weekly basis and providing laundry services (towels will be provided by the office) Dis-infecting/sanitising the premises as and when called for/when covid cases are detected in the office
g.	Providing liquid soap (dettol only) in toilet dispensers and wash basins

h.	The Service Provider shall ensure that the indoor/outdoor plants are watered and well maintained.
i.	Removal of waste / garbage / trash from the dust bins / trash containers, buckets, mugs including toilets on a daily basis. Coloured plastic bags are required to be provided for depositing of thrash. The waste to be collected and segregated and disposed accordingly.
j	The compound of the building, so also the parking area should be kept clean at all times
k.	Crockery to be washed regularly.
l.	The house-keeping staff are required to prepare tea and serve to the staff on their working tables, as per the requirements of the staff. They are required to assist the office staff during the meetings in preparation and serving of tea/ snacks.
m.	The Service Provider shall ensure that no signage, graphics, posters, wall paintings etc. are stuck on the walls, except those, which are permitted.
n.	The agency shall arrange to provide gloves, plastic aprons and the required boots to its staff providing house-keeping services in the laboratory section.
o	The house-keeping services are to be rendered from 8.30 am to 5.00 pm on all days (Saturdays 8.30 am to 1.00 pm) except Sundays and public holidays.

B. MANPOWER

a.	The Service Provider shall provide Ten employees to carry out the house-keeping and maintenance services in a time bound manner, and mention the list of employees with their addresses to the Administrative section, GSPCB immediately after issue of work order and thereafter intimate any changes in his staff arising due to termination, new appointment, etc. during the course of the contract. The Service Provider shall depute one person as In-charge of cleaning / facility management who would supervise the cleaning and facility management and shall pay a visit to the office of the Goa State Pollution Control Board at regular intervals, and shall be accountable for cleanliness of the building and its premises at all times..
b.	The service provider shall provide the list of facilities that are provided to their staff. Also the Service Provider shall ensure that his/her employees wear uniforms and display an I-card during the duty period.
c.	The Service Provider shall maintain the Attendance Register at the counter which should be accessible to the Administration Section. In the event of any staff proceeding on leave, the Service Provider shall make necessary arrangements for replacement.
d.	The Service Provider shall be responsible for complying with all the Rules and Regulations including Labour Laws and maintain all types of registers, documents including record of wages and other remuneration to be paid to his / her employees in such forms as may be required by the laws in force etc, and shall submit the same to the Goa State Pollution Control Board as and when called for.

C. BANK GUARANTEE


a.	The Service Provider shall furnish a Security deposit of 10% in the form of Bank Guarantee of the total value of the amount quoted by him for a period of two years, in favour of the Member Secretary, Goa State Pollution Control Board. In the event of the Service Provider failing to perform the terms and conditions listed herein or causing any loss to the Board, the Bank Guarantee shall be forfeited to the Goa State Pollution Control Board, without prejudice to other remedies available.
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b. The Service Provider shall provide to this office the PAN number of his Agency.

D. OTHER GENERAL CONDITIONS:

a.	In the event of resort to strike by the employees, the Service Provider shall see that alternate arrangements are made to ensure that the services of cleaning the office of the Goa State Pollution Control Board are continued uninterrupted as per the terms and conditions, failing which the contract will be terminated without giving any notice and cleaning facility management shall be got done at the risk and cost of the Service Provider.
b.	The contract shall be for a period of two year, from the date of issue of work order. However, the Goa State Pollution Control Board reserves the right to terminate the contract by giving one months' notice without assigning any reasons.
c.	Tenderer shall not make conditional offer, and if made shall be summarily rejected.
d.	The Goa State Pollution Control Board shall not be responsible for death, injuries etc. to the persons engaged by the Contractor, which may arise out of and in the course of their duties in the premises of the Board. In such an event, the Goa State Pollution Control Board shall also not be liable to pay any damage or compensations to such persons.
e.	The payment to the Service Provider for the services provided would be made monthly on pro rata basis and would be subject to satisfactory completion of the work. For this purpose, the Service Provider shall raise monthly bills on pro rata basis.
f.	The Service Provider shall adhere to the instructions, orders issued by the Goa State Pollution Control Board, from time to time.
g.	The contract will be on a turnkey basis inclusive of labour, machinery, chemical and utilities.
h.	Necessary sign boards should be displayed when the floor is being cleaned. (Caution – Wet floor)

The Chairman, Goa State Pollution Control Board reserves the right to reject any or all the quotations without assigning any reasons whatsoever.


(Dr. Shamila Monteiro)
Member Secretary
Goa State Pollution Control Board