

## उत्तराखण्ड नागरिक उड्डयन विकास प्राधिकरण

दून हैलीड्रोम, सहस्त्रधारा रोड, ग्राम-कुल्हान, देहरादून-248001

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पत्रांक सं०...516...विज्ञापन/यूकाडा/2017-18

दिनांक 22/8/17

### कार्यालय भवन रखरखाव एवं सफ़ाई व्यवस्था (House Keeping Service) के लिये निविदा प्रपत्र

कार्यालय उत्तराखण्ड नागरिक उड्डयन विकास प्राधिकरण, दून हैलीड्रोम सहस्त्रधारा रोड, देहरादून में स्थित हैलीपैड परिसर, हैंगर (इनक्लोजर सहित), गेस्ट हाउस, आगंतुक कक्ष, कार्यालय भवन के सभी कक्ष तथा जौलीग्रान्ट स्थित हैलीपैड परिसर, हैंगर (इनक्लोजर सहित), गेस्ट हाउस, एवं कार्यालय भवन के सभी कक्षों में तथा हैलीपैड लौन (Lawn) में उगी घास एवं झाड़ियों की नियमित सफ़ाई के लिए एक वर्ष की अवधि हेतु हाउस कीपिंग कार्य आउट सोर्स हेतु श्रम कार्यालय एवं सर्विस टैक्स, E.P.F, जी0एस0टी0 नम्बर, आय कर दाता तथा पिछले तीन वर्ष के किसी भी एक वर्ष में रु0 15 लाख तक का वार्षिक टर्न ओवर हेतु पंजीकृत अनुभवी फर्म, से निविदायें आमंत्रित की जाती हैं। निविदा प्रपत्र रु0 1180/- (जी0एस0टी0 सहित) का दिनांक 14 सितम्बर, 2017 तक अपरान्ह 1:00 बजे तक कार्यालय से नगद/बैंक ड्राफ्ट से भुगतान कर प्राप्त किये जा सकते हैं। बैंक ड्राफ्ट से भुगतान किये जाने की दशा में ( जो दिनांक 14 सितम्बर, 2017 अथवा इससे पूर्व का बना हो एवं वित्त नियंत्रक, उत्तराखण्ड नागरिक उड्डयन विकास प्राधिकरण के पक्ष में जारी हो ) क्रय किये जा सकते हैं। उक्त निविदा इस कार्यालय में दिनांक 15 सितम्बर, 2017 को अपरान्ह 1:00 बजे तक स्वीकार किये जायेंगें। निर्धारित तिथि एवं समय के पश्चात प्राप्त होने वाली निविदाओं पर विचार नहीं किया जायेगा। विस्तृत जानकारी यूकाडा की वेबसाइट [www.ucada.in](http://www.ucada.in) पर उपलब्ध है।

अपर मुख्य कार्यकारी अधिकारी

# उत्तराखण्ड नागरिक उड्डयन विकास प्राधिकरण

क्रमांक.....

मूल्य: रु0 1180.00 (जी0एस0टी सहित)

(वर्ष 2016-17 के कार्यालय भवन रखरखाव एवं सफाई व्यवस्था हेतु)

## तकनीकी निविदा

1. फार्म जमा करने की अन्तिम तिथि – 15 सितम्बर, 2017, दोपहर 1:00 बजे तक
2. निविदा खोलने की तिथि- 15 सितम्बर, 2017, सांय 3:00 बजे
3. निविदा जमा करने एवं खोलने का स्थान- उत्तराखण्ड नागरिक उड्डयन विकास प्राधिकरण, दून  
हैलीड्रोम, सहस्त्रधारा रोड़, देहरादून।
4. निविदा दाता/फर्म का नाम व पता-.....  
.....
5. सर्विस टैक्स पंजीयन संख्या-.....
- 6- फर्म का रजिस्ट्रेशन संख्या-.....
- 7- G.S.T No. ....
8. वित्तीय वर्ष 2014-15, 2015-16, 2016-17 के आयकर रिटर्न की छायाप्रति-.....
9. अनुभव का विवरण-.....  
.....
10. PAN No. ....
11. (अनुक्रमांक 06, 07, 08 09 एवं 10 की छायाप्रति भी संलग्न करें)।
12. निविदा फार्म के साथ संलग्न की गयी धरोहर धनराशि रु0 30,000/- का विवरण-
13. डी0डी0/एफ0डी0आर संख्या- .....दिनांक.....बैंक का  
नाम.....

निविदा दाता के हस्ताक्षर.....

फर्म का नाम.....

दूरभाष संख्या.....

मोबाइल न0.....

फर्म का पता.....  
.....

## FINANCIAL BID FORM

Tender for Allotment of Housekeeping Job in Uttarakhand Civil Aviation Development Authority (UCADA).

Amount quoted by Tenderer for one year		
S.No.	In figures (Rs.)	In words (Rs.)

I undertake that if our tender is accepted I shall abide by the terms and conditions of the tender.

Signature of the Tenderer/applicant  
with seal

Place:

Date:

1. **The Minimum requirement of man power would be:**

S.No.	Man Power Requirement
1	Sweeper-Full Time (Five) (Responsible to keep clean the hangar, VIP Lounge, office bathrooms, rooms, kitchen, windows and furniture & fixtures) at Jollygrant.
2	Sweeper-Full Time (Four) (Responsible to keep clean the hangar, VIP Lounge, office bathrooms, rooms, kitchen, windows and furniture & fixtures) at Doon Helidrome.
3	Gardener (One) (Responsible for maintaining garden Lawn, Flower Pots) at Doon Helidrome.
4	Gardener Helper - Full Time (Two) (Responsible for maintaining garden Lawn, Flower Pots, Grass cutting, Bushes cleaning) at Doon Helidrome.
	Total man power required -12

2. **Bid Price**

- a) Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- b) All duties, taxes and other levies payable on the service shall be included in the total quote.
- c) Service Tax will be reimburse separately and should not be shown in quote.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The prices shall be quoted in Indian Rupees only.

3. Each bidder shall submit only one tender in two envelopes (One for Technical Bid & other one for Financial Bid).

4. **Validity of Tender**

Tender shall remain valid for a period of 90 days after the deadline date specified for submission.

5. **Evaluation of Tenders**

The evaluation committee will evaluate and compare those tenders which are substantially responsive and complying following conditions:

- (a) Are properly signed;
- (b) Conform to the terms and conditions and specifications.
- (c) Accompany by EMD and cost of tender (if downloaded from website)

Service Tax in connection with services shall not be taken into account in evaluation. The L-1 would be decided from technically qualified firm only on the basis of the lowest quoted rates.

Sign of Bidder

**6. Award of Contract**

The job of House Keeping will be awarded to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

- 6.1 Notwithstanding the above, the client reserves the right to accept or reject any tenders and to cancel the bidding process and reject all tender at any time prior to the award of contract.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the contract order.
- 7 Payment shall be made on monthly basis.
- 8 Other condition of contract is enclosed as Annexure I in terms & conditions.
- 9 You are requested to provide your offer latest by 15:00 hrs. on 15<sup>th</sup> September, 2017

ACEO  
UCADA

Sign of  
Bidder

## **B. (Terms & Condition of contract)**

1. House Keeping Firm Should be registered under Firms/Company Registration Act of India & service registration. The copy of the above Registration Certificate shall be enclosed with the proposal otherwise proposal shall disqualify technically.
2. House keeping firms must have at least 3 years experience of housekeeping work in any Government offices/externally aided project. No joint venture allowed.
3. House keeping firm have to submit their Balance Sheet copy for last three years with their proposal otherwise their proposal shall disqualify technically.
4. House keeping firm has to follow the rules and regulation as per the labour law.
5. The services of minimum twelve persons shall be required as per serial no. 1 general instructions.
6. To carry out the services under the House Keeping Firm has to arrange for necessary vehicle, UCADA will not provide any transportation/conveyance charges to the personnel of the firm.
7. The contract period shall be up to one year but can be terminated by the UCADA for its convenience. However, the UCADA will give one month notice to this effect. The firm can also terminate the contract with a prior notice of one month.
8. The contract can be extended beyond one year provided UCADA is satisfied with the services wishes so to extend such contractual period.
9. Duty hours of the manpower shall be as per requirement of the office. In case of absence of manpower from the duty, Rs 200/per day will be deducted as penalty for each man power.
10. The UCADA will not bear any responsibility of any workman engaged for housekeeping job. They will be to employee of the firm.
11. All responsibilities about the manpower engaged for housekeeping work at UCADA including WCT insurance etc. shall be borne by the housekeeping firm. UCADA will not have any liability of any kind to the personal risk of housekeeping staff.
12. The bid must be accompanied by a Earnest Money of Rs. 30,000/- (Thirty Thousand ) in form of Demand Draft (DD) pledged in favour of CEO, UCADA, Dehradun.
13. The bids must be submitted in two separate sealed envelopes (with respective marking in bold letters). The first enveloped marked Technical proposal shall contain
  - (i) Description of the Firm.
  - (ii) Registration under Firms Registration.
  - (iii) Experience Certificate.
  - (iv) Service Tax Registration copy.
  - (v) Income Tax clearance certificate.
  - (vi) Certified Balance Sheet copy of last 03 years.

(vii) Earnest money in the form of Demand Draft (DD) pledged in the name of the CEO. First envelope should not contain any price information whatsoever. The second envelope marked Financial proposal must also be sealed with the sealing wax and initialled/signed twice across the seal and should contain detailed price offer for the services. Both the envelopes should be kept in a sealed envelope submitting to UCADA for consideration.

Sign of Bidder