**No. A-12034/1/2017-Admn.**

केंद्रीय़ फिल्म प्रमाणन बोर्ड

# 9वां तल, फिल्म प्रभाग, फेज-1, पेडर रोड,मुंबई-400026

 **Date:** 06/07/2017

**NOTICE INVITING TENDER**

 **Subject: Tender for Maintaining General Cleanliness in the Office Premises of Central Board of Film Certification, Pedder Road, Mumbai.**

 Sealed tenders are invited for Annual Contract for the work of Maintenance of General cleanliness of the premises admeasuring 490 sq.m. of Central Board of Film Certification, Mumbai from eligible and interested contractors having experience in the field of General cleanliness in Govt. offices/Public Sector undertakings for a period of One year on outsourcing basis.

**1. SCHEDULE OF WORK**:

 This Tender is for the work of Maintenance of General cleanliness of the office, officer’s room, Editors room, Server room, conference room, toilets, staircase, corridors etc. including good quality cleaning material such as Phenol, Cleaning powder, Mob, Brooms and other materials etc.

**2. SCHEDULE OF TIME**:

 The above schedule of work has to be carried out between 9:00 am to 6:30 pm on all working days except Sunday and Closed Holidays. If necessary, work should be executed on holidays also.

**3. ELIGIBILITY OF FIRMS**:

 The Tender/Quotation is invited only from the Registered and Bonafide Firm/Agency/Contractor having experience in the relevant field of providing Cleaning Services on outsourcing basis to Govt. Departments.

4. **EARNEST MONEY DEPOSIT & PERFORMANCE SECURITY:**

 5% of the total value of the Contract amount has be deposited as Security Deposit by means of Banker’s Cheque in favour of Pay & Accounts Officer, Films Division, Ministry of Information & Broadcasting, Mumbai.

 The successful bidder shall have to provide Performance Security amounting to 5% of the total value of the Contract amount by means of Banker’s Cheque in favour of Pay & Accounts Officer, Films Division, Ministry of Information & Broadcasting, Mumbai.

 The earnest money deposit will be refunded to successful bidder on the receipt of Performance Security.

5. **PROCEDURE OF SUBMITTING THE TENDER**:

 Interested and eligible Firm/Agencies/Contractors can download the tender documents with Annexure I and II directly from the website. The duly filled in tender forms may be addressed to the Sr. Administrative Officer, Central Board of Film Certification, Mumbai shall be submitted in the office premises at the following address latest by **3:00 pm on 14.08.2017**. Incomplete Tender/Quotation in any respect shall be rejected and no tenderer shall have any right to represent. Interested tederers or their authorized representatives (With authority letter) may be present at the time of opening of the tender/quotation.

6. Initial sweeping and mopping of all areas must be completed by 10:00 am positively every day, failing which monetary penalty of Rs. 250/- per day shall be imposed and recovered from the contractor’s bill. The contractor should provide substitute in case if the worker remains absent.

7. Cost of any damage done to tiles, wooden articles, false ceiling, fittings/fixtures/furniture, equipments, machines, instruments, material, toilet/sanitary fittings, electrical fittings, lights, switches etc. or any government property within the premises of the building due to mishandling by the worker deployed by the contractor or use of inferior quality cleaning material shall be borne by the contractors and he shall repair replace the damaged part/portion immediately. In case the contractor falls to make good the loss/damage to the satisfaction of the competent authority, the CEO, Central Board of Film Certification, Mumbai at its discretion, deduct such amount from the bills of the contractor.

8. All the waste material, dust, garbage etc. will have to be removed and thrown into the dustbin located outside the building premises.

9. Cleaning and washing of toilets, urinals, pans flooring, taps and fitting with detergent powder and liquid phenyl daily. The material for daily use like vim powder, liquid soap, naphthalene balls, Hydrochoric Acid, Odonil, freshners, toilet soap, phenyl, sanitary cubes, toilet brush, brooms, wiper, soft brooms, surf etc. shall be arranged by the contractor himself and nothing will be paid extra for the above.

10. Electricity, if required for any equipment/machine will be supplied free of cost to the contractor, but necessary arrangement of wires, cables etc. shall have to be arranged by the contractor.

11. Income tax and surcharge as usual shall be recovered from the gross amount of the contractual charges as per statutory order of government.

12. All the obligations as described in this tender document shall be complied by Tenderer and those obligations shall be bindings on the contractor during the validity of the contract.

**Sr. Administrative Officer,**

**Central Board of Film Certification, Mumbai**