

### **TERMS AND CONDITONS FOR HOUSEKEEPING**

1. Before submitting the tender, the entrepreneurs should visit the official sites of J&K Public Service Commission and apprise themselves about the nature, volume and quality of work.
2. The tendering entrepreneur has to deposit earnest money of Rs.8000/-(Rupees eight thousand only) in the shape of CDR pledged to Secretary, J&K Public Service Commission and the same is to be placed in cover II.
3. The CDR of successful tenderer shall be released in his favour one month after the successful completion of the contract.
  - a) **Provided that in case the Commission is not satisfied with the performance of contractor the Commission may terminate the contract by giving a prior notice of one month”.**
  - b) **Provided further that the CDR’s in favour of unsuccessful tenders shall be released within a period of ten days from the date of opening of the tender”.**
4. The conditional tenders shall be liable to outright rejection.
5. The period of contract shall be six months or till the offices are headquartered at Jammu or Srinagar as the case may be from the date of allotment and may be extended on such terms and conditions for a further period as may be specified by the allotting authority.
6. All the toiletries, chemicals and detergents etc. required for cleaning purpose shall be provided by the contractor firm. The toiletries, chemicals and detergents should be of standard quality, eco friendly and non-hazardous for human beings. The said chemicals/detergents should not in any way cause damage to Granite/Marble and other flooring. In the event of any damage to health/life of the staff and property, the contractor/firm shall be liable for due compensatory damages.
7. That the contractor/Firm shall supply towels of standard quality to the rooms of Hon’ble Chairman, Members and all officers above the rank of Section officers. These shall be washed on weekends and during the washing the contractor/firm shall provide replacements. The firm shall also supply room fresheners, detergents, soaps and other items and all genotorials/toiletries in all toilets including common toilets.
8. That the contractor/ firm shall supply buckets/mugs in the bathroom of all the officers and Hon’ble Members.
9. The Contractor/Firm shall arrange all the machines and equipments required for accomplishment of the job. The equipments/machines have to be always in working condition. The contractor shall arrange for sufficient number of equipments/machines to replace equipment/machines in case of breakdown.
10. That for unsatisfactory performance owing to absence of contractor’s staff, deficiencies in services or for any other reason, the allotting authority shall be within its rights to make necessary deductions from the running bills of the contractor/firm for such deficiency in services. Alternatively, the allotting authority may, after giving any opportunity or being heard to the contractor, get such deficiencies fulfilled at the cost and responsibility of the contractor/firm.
11. Income Tax and other taxes as per rules shall be deducted at source from the running bills of the Contractor/Firm. Deduction at source towards taxes shall be effected as per rates applicable.
12. The Contractor Firm shall strictly comply with laws/rules/regulations etc. in force including those relating to payment of minimum wages and Workman’s Compensation etc. as applicable during the currency of the contract in respect of any employee or workman employed or engaged by the Contractor/Firm. The Contractor/Firm shall also comply with all the rules and regulations of local authorities, during performance of field activities. For any violation in this regard, the Contractor/Firm, shall be solely responsible and the Commission shall not incur any responsibility or liability on this account.
13. All registration and statutory fee, if any, payable in respect of the Contractor Firm’s work, pursuant to this contract shall be the responsibility of the Contractor/Firm and shall be payable by the Contractor/Firm only.
14. The Contractor/Firm shall be exclusively liable to make payment to all the personnel engaged by him for execution of the works and providing of services and shall comply with all provisions of Labour laws. If at any time the Commission, is held liable as “Employer” or “Principal Employer” to pay compensation/contribution etc,

under any Act or Court decision in respect of the employees of the Contractor/Firm, then the Contractor/Firm shall reimburse the amount of such compensation/contribution so paid by the Commission, immediately, or in the alternative the Commission shall deduct/recover such amount from the payment/charges due to the contractor/firm.

15. That the Contractor/Firm shall provide uniform to all personnel engaged by the said firm and ensure that they are clad in proper uniform during their working hours.
16. The Commission will not be responsible for any loss, damage or theft of machines/equipments of the contractor that may occur during the contract period and that the custody as also the watch and ward thereof shall be exclusive responsibility of the contractor/firm.
17. The Contractor/Firm shall render a personal certificate in respect of each staff members/workers engaged by him/them, about their good behavior and certify that they are not involved in any subversive activities or moral turpitude and that they are fit to do the contracted job on his/their behalf.
18. The contractor/firm shall be responsible for all acts of omission/Commission, committed by the personnel engaged by him for execution of the job covered under the contract.
19. The Contractor/firm shall indemnify/reimburse the Commission the loss or damage caused on account of any direct or indirect negligence whether inadvertent or otherwise by the staff engaged for the purpose.
20. **Notwithstanding the usual cleaning on all working days:-**
  - (i) The contractor/firm shall be responsible to clean the office rooms (floor, walls, carpets, bathrooms, furnishing, furniture, fittings, equipment's and window glass panes) of the Hon'ble Chairman, Hon'ble Members and all officers above the rank of Section Officers, thoroughly by using vacuum cleaners, necessary disinfectants, detergent on all Saturdays and Sundays.
  - (ii) The corridors and passages shall be cleaned by using floor rubbing machines, disinfectants, and detergent on Saturdays and Sundays.
  - (iii) The lavatories, lawns and surrounding of the Commission premises shall be thoroughly cleaned of solid waste/litter and proper disinfectants shall be used on daily basis and on all Saturdays and Sundays.
21. The Commission reserves the right to reject any/all tenders without giving reason therefor.
22. The J&K Public Service Commission Complex at Solina Srinagar consisting of three blocks i.e. Block-A (Commission block) , Block- B ( Administration Block) and Block-C (Examination block). The contractor/ firm shall have to provide 08-10 personnel's/ workers for Housekeeping JOB.

**Sd/-**  
**Under Secretary,**  
**J&K Public Service Commission,**

### **TERMS AND CONDITONS FOR GATEKEEPING**

1. Before submitting the tender, the entrepreneurs should visit the sites and apprise themselves about the nature, volume and quality of work.
2. The tendering entrepreneur has to deposit earnest money of Rs.8000/-(Rupees eight thousand only) in the shape of CDR pledged to Secretary, J&K Public Service Commission and the same is to be placed in cover II.
3. The CDR of successful tenderer shall be released in his favour one month after the successful completion of the contract.
  - a) **Provided that in case the Commission is not satisfied with the performance of contractor the Commission may terminate the contract by giving a prior notice of one month”.**
  - b) **Provided further that the CDR’s in favour of unsuccessful tenders shall be released within a period of ten days from the date of opening of the tender”.**
4. The conditional tenders shall be liable to outright rejection.
5. The period of contract shall be six months or till the offices are headquartered at Jammu or Srinagar as the case may be from the date of allotment and may be extended on such terms and conditions for a further period as may be specified by the allotting authority.
6. That for unsatisfactory performance owing to absence of contractor’s staff, deficiencies in services or for any other reason, the allotting authority shall be within its rights to make necessary deductions from the running bills of the contractor/firm for such deficiency in services. Alternatively, the allotting authority may, after giving any opportunity or being heard to the contractor, get such deficiencies fulfilled at the cost and responsibility of the contractor/firm.
7. Income Tax and other taxes as per rules shall be deducted at source from the running bills of the Contractor/Firm. Deduction at source towards taxes shall be effected as per rates applicable.
8. The Contractor Firm shall strictly comply with laws/rules/regulations etc. in force including those relating to payment of minimum wages and Workman’s Compensation etc. as applicable during the currency of the contract in respect of any employee or workman employed or engaged by the Contractor/Firm. The Contractor/Firm shall also comply with all the rules and regulations of local authorities, during performance of field activities. For any violation in this regard, the Contractor/Firm, shall be solely responsible and the Commission shall not incur any responsibility or liability on this account.
9. All registration and statutory fee, if any, payable in respect of the Contractor Firm’s work, pursuant to this contract shall be the responsibility of the Contractor/Firm and shall be payable by the Contractor/Firm only.
10. The Contractor/Firm shall be exclusively liable to make payment to all the personnel engaged by him for execution of the works and providing of services and shall comply with all provisions of Labour laws. If at any time the Commission, is held liable as “Employer” or “Principal Employer” to pay compensation/contribution etc, under any Act or Court decision in respect of the employees of the Contractor/Firm, then the Contractor/Firm shall reimburse the amount of such compensation/contribution so paid by the Commission, immediately, or in the alternative the Commission shall deduct/recover such amount from the payment/charges due to the contractor/firm.
11. That the Contractor/Firm shall provide uniform to all personnel engaged by the said firm and ensure that they are clad in proper uniform during their working hours.
12. The Commission will not be responsible for any loss, damage or theft of machines/equipments of the contractor that may occur during the contract period and that the custody as also the watch and ward thereof shall be exclusive responsibility of the contractor/firm.
13. The Contractor/Firm shall render a personal certificate in respect of each staff members/workers engaged by him/them, about their good behavior and certify that they are not involved in any subversive activities or moral turpitude and that they are fit to do the contracted job on his/their behalf.
14. The contractor/firm shall be responsible for all acts of omission/Commission, committed by the personnel engaged by him for execution of the job covered under the contract.
15. The Contractor/firm shall indemnify/reimburse the Commission the loss or damage caused on account of any direct or indirect negligence whether inadvertent or otherwise by the staff engaged for the purpose.
16. The Commission reserves the right to reject any/all tenders without giving reason therefor.

**Sd/-**  
**Under Secretary,**  
**J&K Public Service Commission,**