

No.45/3/Hostel/Adm.IV/2012-13
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Data Processing Division(HQs)

164, G. L. T. Road,
Kolkata 700 108
Dated:16/12/2013

Sub Notice inviting tender for awarding contract for sweeping and cleaning Sankhyiki Aawas, NSSO (Guest House) at 164, G.L.T. Road, Kolkata-700 108

Quotation from reputed agency is invited for providing service related to sweeping and cleaning of Sankhyiki Aawas (Guest House) of NSSO, DPD(HQ) located at 164, G.L.T. Road, Kolkata-700108 for the period of one year extendable to one more year subject to fulfillment of conditions. The sealed tender with rates in the prescribed format for undertaking the work must reach the undersigned by 3.00 PM on 16.01.2014. Date and time of opening of the tender is 16.01.2014 at 4.30 P.M. The bidder or representative of the firm may be present on date of opening of the tender, if desires so.

It shall be the responsibility of the successful bidder to comply with the provisions of the Minimum Wages Act of the Govt. of India and other statutory provisions of the applicable Rules/Act and the firm must enclosed a copy of professional tax and trade license.

Yours faithfully,


(DHARMVIR JHA)

Joint Director & Head of Office

Subject : Detailed terms and conditions of the Tenders for contract for Sweeping and Cleaning of the Sankhyiki Aawas (Guest House), NSSO located at 164, G.L.T. Road, Kolkata-700108.

Terms and condition mentioned below may be perused carefully and understood before quoting the rates:-

1. The initial work relating to general sweeping and cleaning shall be completed before 8.30 AM everyday. The work Sweeping and Cleaning of the Sankhyiki Aawas (Guest House) of entire area of the Guest House within the enclosed premises which includes the reception, store rooms, dining hall, rooms etc. on the ground floor as well as the entire corridor area and all the rooms, staircases and railings, common area, toilets of all floors shall be carried out as mentioned below:-

Once Daily

- A. Cleaning/sweeping with broom/cloth the entire open area within the premises as well as corridors/common areas, stair case and railings, toilets and all rooms for all floors.
- B. Dusting of (1) Tables (2) Chairs (3) Sofa (4) Calendar (5) Flower pots (6) Curtains (7) wall clock (8) Cupboards (9) Computers and computer furniture located in rooms (10) Telephone apparatus (11) Ash Trays (12) Window Panes (13) Switch Boards (14) Doors/door closures (15) Wall Hanging of all rooms.

Twice Daily

Sweeping and cleaning of

- (i) Toilet in all floors
- (ii) Area at the entrances opposite to lift and reception
- (iii) Corridors – all floors
- (iv) Staircases and railings leading to all floors

Weekly

- (i) Dusting of curtains/Fixture/Tables/Bulbs/ventilators/Fans etc. in all floors.
- (ii) Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc. in all floors
- (iii) Through cleaning of bath rooms, toilets in all floors.
- (iv) Atrium of the Guest House.

2. Other requirements for submitting bids: -

- (a) The agency should have worked or working for premises used by at least 50 persons belonging to government/PSU/autonomous/local body etc. for at least two years. A list of clientele should be furnished.
- (b) The original Bank Draft/Pay Order of Rs. 2,000/- (Rupees two thousand) drawn in Favour of **Pay and Accounts Officer, M/o Statistics & Programme Implementation**, 1, Council House Street, Kolkata-700108 as Earnest Money deposit (Refundable) must be enclosed with the tender.
- (c) Performance Security : The successful bidder will have to submit the performance security for Rs. 10000/- in form of Bank Guaranty/Bank Draft/Pay Order from any nationalized Bank to be drawn in favour of **Pay & Accounts Officer, Ministry of Statistics and Programme Implementation**, 1, Council House Street, Kolkata-700108

within seven days from the date of award of Contract, failing which earnest money deposited shall be liable to be forfeited and the contract may also be cancelled. The Earnest Money Deposit of successful bidder will be refunded immediately after receipt of performance security from the successful bidder .

- (d) The tender documents should specify the various cleaning materials and the quantity proposed to be used per month. The material to be used should be of high quality with necessary BIS certification and the quantity should be sufficient to maintain the building areas spotlessly neat and clean. The cleaning material for 15 days will be stacked at specified places in the complex which can always be tested checked by the officers of the Administration.
- (e) Rates quoted should clearly indicate as per the **Rate Format**.
- (f) Conditional, ambiguous and incomplete quotations will be summarily rejected.
- (g) This office reserves the right to reject any quotations without assigning any reason.

3. Other Condition of the Contract:

- (a) Scrubbing/washing of floors of corridors and lobbies with appropriate machines shall be done once a week. The contractor will arrange its own vacuum cleaning machine and scrubbing machine. No additional amount whatsoever shall be payable towards maintenance or repair of vacuum cleaning machine or scrubbing machine.
- (b) The job like cleaning of rooms, toilets including wash basins and sinks and sweeping and mopping of corridors and all other cleaning/sweeping work is to be done before 8-30 AM everyday and again after 2.30 PM i.e. after the lunch.
- (c) All toilets shall be provided with "de-odorizing" materials of appropriate brand and specifications to be selected by this office as to prevent foul smell emanating out of toilets. Such materials as 'Odonil' or any other presume generating chemical will always remain at least in two corners of a toilet failing which the cost of such material will be deducted from the monthly bills.
- (d) The sweepers deployed by the contractor should provide an identity card and uniform at his cost of a particular colour and specifications as prescribed by the Ministry.
- (e) The character and antecedents of the person engaged in the cleaning and sweeping work must be duly verified and security vetted. A certificate to this effect is to be submitted to the Administration Section before undertaking the job.
- (f) Bills shall be submitted at the end of each month in triplicate along with certificates for the satisfactory performance from the user Sections/Officers in support of having performed the job of cleaning and sweeping in the premises of the Guest House. This certificate will be countersigned by the caretaker. They will also give a separate certificate in respect of toilets, corridors, open area etc.
- (g) A minimum number of 4 sweepers will be required for the job and their attendance will be physically checked by an authorized official. In case it is found during daily attendance that the number of sweepers is less than the minimum number, then pro-rata wages will be deducted for the period from the monthly bill. Further, if the work requires deployment of additional manpower for effective cleaning the contractor may have to provide additional manpower without any extra cost.
- (h) Weekly performance of the contractor will be observed by the official of this office.
- (i) It shall be the sole responsibility of the contractor to comply with provision of various Acts. /Status regarding payment of Minimum wages/Provident Funds/Employees State insurance etc. in respect of labourers engaged for the work and their service conditions. This office shall not have any liability in this regard.


(DHARMVIR JHA)

Joint Director & Head of Office

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RATE FORMAT

Srl. no.	Description	Charge (R) (For all 4 workers)
01.	Wage Charge per month (7 days week) per worker	
02.	Service Charge	
03.	Total Charge(sum of items at sl. no. 01&02)	
04.	Service Tax	
05	GRAND TOTAL (sum of item at sl..no. 03&04)	

Note:

1. Service tax will be payable on the total billing amount.
2. Service charge paid on total wages charges.
3. The firm must enclosed copy of registration in regard to EPF, ESI and Service Tax.
4. Wage charge is inclusive of EPF and ESI to be paid to the worker.