

Date: 11.03.2016

Tender Notice for engaging a registered agency for providing a personnel for Sweeping & Cleaning Services (Safaiwala) in NSSO(DPC)

Sealed quotation are invited from reputed registered agencies for Providing one (1) personnel for Sweeping & Cleaning Services (Safaiwala) to NSSO(DPC) , Ahmedabad Office. The quotation should be submitted in the formats enclosed.

2. The Quotation should be submitted in a Sealed envelope superscribed as "Tender for sweeping & Cleaning Services in NSSO(DPC),Ahmedabad." The quotation must accompany an Earnest Money Deposit of Rs.5000.- in the form of a Demand Draft drawn in favour of Head of Office, NSSO(DPC),Ahmedabad. The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the Head of Office, NSSO(DPC), Ahmedabad.

3. The various crucial dates relating to "Tender for Sweeping & Cleaning Services in NSSO(DPC),Ahmedabad" are given below:

(a)	Date of Issue of Tender documents	:	11.03.2016
(b)	Last Date and time for submission of Tender Document	:	05.04.2016 upto 5:00 PM
(c)	Date and time for opening of	:	Technical Bid: 06.04.2016 at 11:30 AM Financial Bid: At a later stage
(d)	Place of submission of tender	:	NSSO(DPC) 3 rd Floor,'A' Wing,Navdeep House, Ashram Road, Ahmedabad-380014
(e)	Place of opening the tender	:	Same as above at (d)

4. The quotations submitted after the stipulated time and date will not be entertained



(J.K.Bhagora)

Assistant Director & Head of office

Tel. No: (079) 27545398

TENDER DOCUMENT**ANNUAL CONTRACT FOR PROVIDING SWEEPING/CLEANING SERVICES AT NATIONAL SAMPLE SURVEY OFFICE, DATA PROCESSING CENTRE, AHMEDABAD**

Sealed tenders are invited under **Two Bid System**, i.e. (**Part-I Technical Bid and Part-II Financial Bid**) from reputed, experienced and financially sound Manpower Agencies to provide manpower for sanitation (Sweeping / cleaning) 'Safaiwala' services at **National Sample Survey Office(Data Processing Centre), Ahmedabad [hereinafter called NSSO (DPC)]**.

A. SCOPE OF THE WORK**1. SWEEPING / CLEANING: -**

Cleaning the entire premises which include office rooms/halls, verandas/corridors, toilet and lavatories both Gents and Ladies located at 3rd Floor, 'A' Wing, Navdeep House, Ashram road, Ahmedabad. The scope will also include proper collection/disposal of the garbage / waste / dirt material as per the procedures of the local authority. Detailed scope of the work is as under:-

Sl. No.	Description of Work	Periodicity	Remarks
(i)	Sweeping and cleaning of all rooms, corridors	Once Daily	Using cleaning powder and wipe-out for floors
(ii)	Cleaning Gents and Ladies toilets and wash basins with fittings etc.	Once Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinal pots and wash basins etc.
(iii)	Cleaning choked toilets	As and when required	Conventional way of cleaning
(iv)	Collection / Disposal of garbage from dustbins / containers	Twice daily	Collection through dustbins located at different positions in the offices premises
(v)	Upkeep of the building (including corridor/verandas etc.)	Daily	
(vi)	Miscellaneous Work	As and when required	

Apart from the above, the NSSO (DPC) can assign any type of job in the office premises related to sanitation and cleaning etc.

B. ELIGIBILITY CRITEREA

Only those Agency/Proprietary Firm/Partnership Firm/Company who fulfill the following minimum criteria need to submit their bids and failure to provide necessary documents will render the bidder disqualified on technical grounds:-

- The manpower supplying agencies should have its Registered/Head Office at Ahmedabad and have been in existence for a period not less than 5 years and having annual turnover of not less than Rs. 5 lakhs during the last 3 years.
- It should have been registered under Relevant Act and a copy each of the registrations shall be attached with the bid.

- c) It should have PAN, TIN number and Sales Tax/Service Tax Registration (proof in this regard may be attached with the bid).
- d) It should be registered under EPFO & ESI. (proof in this regard may be attached with the bid).
- e) It should not have been blacklisted by any Government Organization. Undertaking in **Section E** in this regard is to be furnished.
- f) The bidders must have successfully completed minimum three contract jobs of providing Safaiwala under the respective contract for organisations, Institutions or reputed Private firms.

C. INSTRUCTIONS TO TENDERERS

1. **The Tender should be addressed to Head of Office, NSSO(DPC), 3rd floor, A-Wing, Navdeep House, Ashram Road, Ahmedabad.**
2. The Tenderers are required to submit one Technical and one Financial Bid as per prescribed proforma in Section-F and G. The Financial Bid should be submitted in a separately sealed envelope superscribed "**Financial Bid for Sweeping & Cleaning Services in NSSO (DPC)**". All the sealed envelopes should be put in a sealed envelope superscribed "**Tender for Sweeping & Cleaning Services in NSSO (DPC)**". Financial Bid shall be opened of only those tenderers who are found technically qualified to carry out the work, for which prior intimation shall be given indicating the date and time of Financial bid opening.
3. The Tenderers are advised to visit the NSSO (DPC) Office premises before submitting their tender bid for physical inspection.
4. The various crucial dates relating to "**Tender for Sweeping & Cleaning Services in NSSO(DPC), Ahmedabad**" are cited as under:-
 - (a) Date of issue of Tender Document: 11.03.2016
 - (b) Last date and time for submission of Tender Document: 05.04.2016 upto 05.00.P.M.
 - (c) Date and time for opening of
 - (i) Technical Bid: 06.04.2016 A.M on 11.30 AM
 - (ii) Financial Bid: At a later stage
 - (d) Place of submission of tender: NSSO(DPC),3rd Floor, 'A' wing, Navdeep House, Ashram Road, Ahmedabad-380014
 - (e) Place of opening the tender: Same as above mentioned at (d)

D. TERMS & CONDITIONS

1. The person to be deployed by the service provider as Safaiwala should be active and having good health and should be at least semi-literate.
2. The Agency will have to employ trained civilian as Safaiwala, who has at least one year of experience in cleaning of bathrooms, toilets, open areas/carpet areas with garbage collection etc.
3. The contractor must ensure that:-
 - (a) The staff do not smoke in the office premises;
 - (b) Any specific sanitation task assigned by the NSSO (DPC) or any officer authorized by the Administration is carried out diligently and well in time;
 - (c) The salary/wages to the worker shall be disbursed by the contractor in full as settled between the contractor and the workers duly keeping in view the contract signed between the contractor and the NSSO (DPC).



4. Bidders should not indulge in employing child labour.
5. For Safaiwala, the working hour would normally be of 8 hours (0700 hrs to 1500 hrs) per day from Monday to Friday (except on Central Govt. holidays). However, the Agency shall have to depute worker on Saturdays/Sundays/Central Govt. holidays in case of need.
6. NSSO (DPC) will have the right to adopt any measures/setup system for ensuring proper performance of duty of Safaiwala deployed by the contractor, including their being in proper uniforms, punctuality, discipline etc.
7. Payment shall be made on monthly basis on receipt of a bill from the contractor in duplicate, duly pre-receipted on revenue stamp and complete in all aspect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. The payment would be based on actual attendance of safaiwala during a month.
8. The Period of contract shall initially be for a period of one year from the date of awarding the contract extendable for another year on satisfactory performance with such amendments as may be mutually agreed upon and also subject to the necessary approval of the Competent Authority. NSSO (DPC) also reserves the right to terminate the contract at any time after giving 30 days' notice without assigning any reason thereof.
9. The service provider shall be contactable at all times and message sent by Tel/E-mail/Fax/Special Messenger from this office to the service provider shall be acknowledged within 2 hours on the same day.
10. The person engaged by the Agency should not have any adverse Police records/criminal cases against him. The Agency would be responsible to make adequate enquiries about the character and antecedents of the person before proposing deployment his engagement for the purpose. Proofs of identity like driving license, Election photo Identity Card, bank account details, proof of residence and recent photograph should be submitted to the NSSO (DPC). The Service provider shall withdraw such employee who is not found suitable by the office for any reasons immediately on receipt of such a request from NSSO (DPC).
11. If the worker is found misbehaving with any officer/Staff of the NSSO (DPC), the Contractor shall, on receipt of instruction of the competent authority in this regard, replace such workers. The Contractors shall issue necessary instructions to its employee to act upon the instructions given by the Officer of NSSO (DPC).
12. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to the manpower engaged for this contract and in the event of any liability by virtue of its being principal employer due to failure of the contractor shall indemnify and reimburse the amount payable by NSSO (DPC) on this account.
13. The contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at NSSO (DPC) in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of proof of payment by the contractor.
14. The contractor shall particularly abide by the provisions of Minimum Wages Act (Central Sphere) 1948. In any case, the wage should not be lower than the minimum wage of central sphere. If the minimum wages is revised by the Government of India., the incremental wages, if applicable, will be provided.



15. **The Earnest Money Deposit (EMD) (Bid Security) of Rs.5000./-(Rupees Five thousand Only) in the form of Demand Draft from a commercial bank, drawn in favour of "Head of Office, NSSO(DPC),Ahmedabad"** should be enclosed with the tender. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The tender received without EMD would be summarily rejected. The earnest money will be returned on completion of the tender process.
16. It is mandatory for the successful tenderer to submit Performance Security Deposit amounting to 5% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft in favour of **"Head of Office, NSSO (DPC), Ahmedabad"** as Performance Security. The Security Deposit should be valid beyond 60 days of the period of the contract. The Security Deposit will be returned without any interest after satisfactory completion of the contract process. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
17. The successful Agency will be required to execute an agreement with NSSO (DPC) within the period specified in the award letter. In case the successful agency fails to enter into the agreement with NSSO (DPC) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall be forfeited without giving any further notice.
18. There is no master and servant relationship between the employees of the service provider and the NSSO (DPC) and further the engaged person of the service provider shall have no claim for any absorption in service of the Government of India at any stage.
19. The NSSO (DPC) reserves the right to accept or reject any or all tenders without assigning any reason.
20. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.
21. Unsatisfactory performance of contract at any stage of during contract period shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
22. **PENALTY CLAUSE:-** In case of any irregularities noticed, the penalty amount will be levied by NSSO (DPC) up to the extent of 10% of the monthly charges due for the relevant month, after issuing show cause notice to the agency and considering the explanation of the agency, if submitted within stipulated time. Such repeated irregularities will make the agency liable for cancellation of contract with forfeiture of the Security Deposit.
23. **ARBITRATION CLAUSE:-** In case of any disputes between the parties viz. NSSO (DPC) on one hand and the agency/firm awarded the Contract on the other, arising out on account of scope of work and other mandatory liabilities as stated in the Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Ahmedabad(Gujarat) jurisdiction.
25. **Evaluation Criteria:** The Technical bids will be scrutinized on the basis of Eligibility Criteria mentioned in Section-B. Financial bids will be opened only of the technically qualified (responsive tender) bid. The LI would be decided on the basis of monthly expenditure taken together on Safaiwala.

E. UNDERTAKING:

I hereby undertake and declare that the agency.....have not been blacklisted by any Government Organization.

Date:

Signature of the authorised person:.....

Place:.....

Full name:.....

Agency's Seal:



F. PROFORMA FOR TECHNICAL BID

1. Name of Agency :
2. Name of Proprietor/Director of the Agency :
3. Full Address of Reg. Office :
 - a) Telephone No. :
 - b) FAX No. :
 - c) E-Mail Address: :
4. Registration No. of the Agency :
5. PAN / TIN No. of the Agency (Attach copy of the Reg. Certificate) :
6. Service Tax Registration No. (Attach copy of the Reg. Certificate) :
7. EPF Registration No. (Attach copy of the Reg. Certificate) :
8. E.S.I. Registration No. (Attach copy of the Reg. Certificate) :
9. Demand Draft of requisite Earnest Money (Detail) :
10. Financial turnover of the Agency for the last 3 years (Copy of the turnover statement of last three years duly Certified by Chartered Accountant to be attached).

Financial Year	Amount (in Rs.)	Remarks if any
2012-13		
2013-14		
2014-15		



11. Details of Major contract with Central Government/State Governments/PSUs/Reputed Private Firms handled by the tendering Agency for providing manpower during the last five years in the following format (attested copies of the last five years work award may be enclosed):

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (in Rs.)	Duration of Contract		Nature of contract	
			From	To	Type of man power provided	No. of persons deployed
1						
2						
3						
4						
5						

(If the space provided is insufficient, a separate sheet may be attached)

12. I,.....Son/Daughter/Wife of Shri.....Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document;

13. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

14. I abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus etc., and any other charges applicable from time to time. I will pay the wages to the personnel deployed as per Minimum wages act as amended by the Government from time to time and shall be fully responsible for any violation.

15. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of the authorised person:.....

Place:.....

Full name:.....

Agency's Seal:



G. PROFORMA FOR FINANCIAL BID

1. The contractor is advised to visit the NSSO (DPC) Office before submitting his tender bid.
2. Plinth Area: Approx. 640 sq.mtr.

Financial Bid for Safaiwala

Item Sr. No.	Description	Rate Per Month (Rs.)
(i)	Daily wage per day	
(ii)	Basic monthly remuneration (for 22 days) [item (i)*22] (to be paid to the worker)	
(iii)	Service Charge on the Basic monthly remuneration i.e. on item (ii) (mention %)@.....%	
(iv)	ESI(mention %)@.....%	
(v)	EPF(mention %)@.....%	
(vi)	Sub total [items (ii) to (v)]	
(vii)	Service Tax on sub total [item (vi)] (mention %)@.....%	
(viii)	Education cess @.....%	
	TOTAL (vi+vii+viii)	

Date:

Signature of the authorised person:.....

Place:.....

Full name:.....

Agency's Seal: