



सत्यमेव जयते  
File No. 1(3)/Tender/NSO-IMP/2021/678,  
Government of India  
Ministry of Statistics and Programme Implementation  
National Statistical Office  
(Field Operations Division)  
Regional Office-Imphal

Thangmeiband Lourung Pural Leikai, Near Ema Emoinu Sana Sanglen, P.O. Lamphel, Imphal, Manipur-795001

Date: 05-02-2021

To

.....  
.....  
.....

Subject: Tenders for engaging a registered agency for providing personnel for sweeping & cleaning services (safaiwalas) in NSO (FOD), Regional Office, Imphal.

Sir,

Sealed tenders are invited from reputed Registered Agencies for providing personnel for sweeping & cleaning services (safaiwalas) to NSO (FOD), Regional Office, Imphal. The tenders should be submitted in the formats enclosed.

2. The tenders should be submitted in a sealed envelope superscribed as **“Tender for providing Sweeping & Cleaning Services at NSO (FOD), Regional Office, Imphal”**. The quotations must accompany an Earnest Money Deposit of Rs. 5000/- in the form of a Demand Draft drawn in favour of **‘The Joint Director, NSO(FOD), Regional Office, Kohima’**. The quotations submitted without EMD will be rejected summarily. The quotations should be addressed to the **Deputy Director General, NSO (FOD), Regional Office, Imphal**.

3. The various crucial dates relating to **“Tender for Sweeping & Cleaning Services at NSO (FOD), Regional Office Imphal”** are cited as under: -

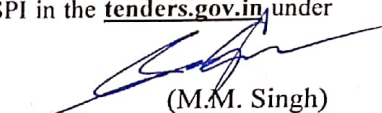
(a)	Date of issue of Tender Documents	:	08/02/2021
(b)	Last date and time for submission of Tender Document:	:	09/03/2021 up-to 16:00 hours
(c)	Date and time for opening of	Technical Bid:	10/03/2021 at 3 PM
		Financial Bid:	10/03/2021 at 4 PM
(d)	Place of submission of tender	:	NSO(FOD), Regional Office, Imphal
(e)	Place of opening the tender	:	NSO(FOD), Regional Office, Imphal

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

Yours faithfully,

  
(M.M. Singh)  
Dy. Director General

Copy to the Deputy Director General, Data Informatics and Innovation Division (DIID, East Block, R.K.Puram, New Delhi, with the request to kindly upload the tender documents on the website of MoSPI in the [tenders.gov.in](http://tenders.gov.in) under tender head.

  
(M.M. Singh)  
Dy. Director General



File No. 1(3)/Tender/NSO-IMP/2021/678,

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Thangmeiband Lourung Purel Leikai, Near Ema Emoinu Sana Sanglen, P.O. Lamphel, Imphal, Manipur-795001

Date: 05-02-2021

**Tender No. 1(3)/Tender/NSO-IMP/2021**

**TENDER DOCUMENT**

**ANNUAL CONTRACT FOR PROVIDING  
SWEEPING/CLEANING SERVICES  
AT  
NATIONAL STATISTICS OFFICE  
(FIELD OPERATIONS DIVISION)  
REGIONAL OFFICE-IMPHAL**

**Last date for submission: Date: 09/03/2021 up-to 16:00 hours**

**Opening of Technical Bid: Date: 10/03/2021 at 15:00 hours**

**Opening of Financial Bid: Date: 10/03/2021 at 16:00 hours**

**Tender Document No. 1(3)/Tender/NSO-IMP/2021, Dated 05-02-2021**

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) 'Safaiwalas' services at **National Statistics Office, (Field Operations Division), Regional Office, Imphal.**

**A. SCOPE OF THE WORK**

Cleaning the entire premises which include Office rooms/halls/Toilets located in the following location.

Sl. No.	Name of the Office	Address	Remarks
1	NSO(FOD), Regional Office-Imphal	Thangmeiband Lourung Pural Leikai, Lamphel. Imphal, Manipur-795001	1792 Sq. feet (Approx.)

**1. SWEEPING / CLEANING: -**

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, floors, corridors and stairs.	Twice Daily	Using Brooms/water and wipe-out for floors
(ii)	Dusting and cleaning of tables, chairs, files, cabinets, sofas, curtains and blinds, book racks;	Once Daily	Conventional way of cleaning.
(iii)	Cleaning of all computers, telephone instruments, photocopiers and other office equipment in the office premises	Once Daily	Conventional way of cleaning.
(iv)	Cleaning toilets and wash basins with fittings, mirrors etc.;	Twice Daily	Using phenyl, hydrochloric acid, detergent powder, if so required, naphthalene balls to be added regularly to urinal pots and wash basins (at least 4-5 balls per basins). Liquid soap containers should be filled up with good quality of liquid daily. Cleanliness of containers should be maintained.
(v)	Cleaning choked toilets;	As and when required	Conventional way of cleaning.
(vi)	Cleaning of fans, bulbs, tube lights, windows, doors, glass panels, cobwebs, etc.;	Once in a week	Conventional way of cleaning.
(vii)	Collection / Disposal of garbage from dustbins / containers;	Twice daily	Conventional way of cleaning.
(viii)	Miscellaneous Work	As and when required	

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

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**B. ELIGIBILITY CRITEREA**

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

- a) The manpower supplying agencies should have its Registered/Head Office at Imphal and have been in existence for a period not less than 3 years and having annual turnover of 5 lakhs during the last 3 years.
- b) 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 GST Registration (proof in this regard may be attached with the bid).
- d) It should be registered under EPFO & ESI.
- e) It should not have been blacklisted by any Government Organization during the last 3 years.
- f) The bidders must have successfully completed minimum 1-2 contract jobs of providing Safaiwalas under the respective contract for organisations, Institutions or reputed Private firms. Certificates in this regard may be furnished.

**C. INSTRUCTIONS TO TENDERERS**

1. **The Tender should be addressed to The Deputy Director General, NSO (FOD), Regional Office, Imphal. Thangmeiband Lourung Pural Leikai, P.O. & P.S. – Lamphel, Imphal West, Manipur-795001.**
2. The Tenderers are required to submit one Technical and one Financial Bid as per prescribed proforma in Section –E and F. The Financial Bid should be submitted in a separately sealed envelope super scribed “**Financial Bid for Sweeping & Cleaning Services in NSO (FOD)**”. All the sealed envelopes should be put in a sealed envelope superscribed “**Tender for Sweeping & Cleaning Services in NSO (FOD)**”. Financial Bid shall be opened 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 Tenderer are advised to visit the NSO (FOD) Office premises before submitting their tender bid. They may also seek clarifications in visiting or otherwise for their queries from the office.
4. The various crucial dates relating to “**Tender for Sweeping & Cleaning Services in NSO (FOD)**” are cited as under: -
  - (a) Date of issue of Tender Documents: 09/02/2021 from 10:00 hours.
  - (b) Last date and time for submission of Tender Document: 10/03/2021 upto 16:00 hours
  - (c) Date and time for opening of
    - Technical Bid: 10/03/2021 at 15:00 hours
    - Financial Bid: 10/03/2021 at 16:00 hours
  - (d) Place of submission of tender: NSO, Imphal
  - (e) Place of opening the tender: NSO, Imphal

**D. TERMS & CONDITIONS**

1. The persons to be deployed by the service provider as Safaiwalas should be in the age group of 18-35 years, active and having good health and should be able to communicate with the staff properly.
2. The Agency will have to employ trained civilians as Safaiwalas, who have at least one year of experience in cleaning all activities as detailed in Section A of this Tender.
3. The contractor must ensure: -
  - (a) That the staff do not smoke in the office premises;
  - (b) That any specific sanitation task assigned by the NSO (FOD) or any officer authorized by the Administration is carried out diligently and well in time;
  - (c) That before using any equipment/appliances or material and products of sanitation, it is having the approval of the NSO (FOD).
  - (d) That the salary/wages shall be distributed in full as settled between the contractor and the workers duly keeping in view the contract signed between the contractor and the NSO (FOD).
4. For Safaiwalas, the working hour would normally be of 8 ½ hours (During office hours) per day including half an hour lunch break from Monday to Friday (5 days) with weekly off on Saturday and Sunday and other Gazetted Holidays. Slight changes in the timing of duty may be changed as per the convenience of office. However, the Agency shall depute workers on holidays/weekly offs in case of need.
5. The cleaning materials should be provided by the Agency as per the list enclosed in **Annexure-I**. The cleaning materials should be of high quality and according to the brand and specification approved by the NSO (FOD).
6. NSO (FOD) will have the right to adopt any measures/setup system for ensuring proper performance of duty of Safaiwalas deployed by the contractor, including their being in proper uniforms, punctuality, discipline etc.
7. **Initially NSO (FOD) may require 1 Safaiwalas for Sweeping and Cleaning Services. Their strength may increase or decrease as per the requirement of NSO (FOD).**
8. Payment to the contractor 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 respect. No advance payment in any case would be made. The monthly payment will be subject to satisfactory services being rendered. In this regard, a certificate of satisfactory completion of the work has to be given and certified by the Officer/caretaker, NSO (FOD) on the monthly payment bill. The payment would be based on actual attendance. Contractor, in turn will pay the worker.
9. The Period of contract shall initially be for a period of one year from the date of awarding the contract extendable to 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. NSO (FOD) also reserves the right to terminate the contract after giving 30 days' notice without assigning any reason thereof.
10. The service provider shall be contactable at all times and message sent by Tel/E-mail/Fax/Special Messenger from the office to the service provider shall be acknowledged within 2 hours on the same day.

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11. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before proposing deployment their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police and such report should be submitted before deployment. Proofs of identity like driving license, Election photo Identity Card, bank account details, pervious work experience, proof of residence and recent photograph and a certification to this effect should be submitted to the NSO (FOD). The Service provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request from NSO (FOD).
12. If any of the Contract workers is found misbehaving with the supervisory staff or any other Staff member/Trainees of the NSO (FOD), 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 employees to act upon the instructions given by the supervisory Staff of NSO (FOD).
13. The agency shall be solely responsible for complying with all the provisions of EPF and Misc. Provisions Act, 1952 and ESI Act relating to 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 NSO (FOD) on this account.
14. 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 NSO (FOD) 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.
15. The contractor shall particularly abide by the provisions of Minimum Wages Act (Central Sphere, category "C" area), 1948. In any case, the wage should not be lower than the minimum wage of central sphere category "C" area. If the minimum wages is revised by the Government of India., the incremental wages, if applicable, will be provided.
16. **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 'The Joint Director, NSO(FOD), Regional Office, Kohima', 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.**
17. It is mandatory for the successful tenderer to submit Performance Security Deposit amounting to 10% of the total contract value for one year in the form of Bank Guarantee/Fixed Deposit Receipt/Demand Draft of in favour of '**The Joint Director, NSO(FOD), Regional Office, Kohima**' 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.
18. The successful Agency will be required to execute an agreement with NSO (FOD) within the period specified in the award letter. In case **the successful agency fails to enter into the agreement with NSO (FOD) within the specified date mentioned in the award letter, the EMD deposited by such Agency shall forfeited without giving any further notice.**

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19. There is no master and servant relationship between the employees of the service provider and the NSO (FOD) and further the engaged persons of the service provider shall have no claim for any absorption in service of the Government of India at any stage.
20. The NSO (FOD) reserves the right to accept or reject any or all tenders without assigning any reason.
21. Tenders should remain valid for 90 days from the date of opening of tenders with a provision for suitable extension.
22. Unsatisfactory performance of contract at any stage of time shall be liable for termination of work award order and may also lead to forfeiture of performance-cum-security deposit.
23. **PENALTY CLAUSE:** - In case of any irregularities noticed, the penalty amount will be levied by NSO (FOD) 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.
24. **ARBITRATION CLAUSE:** -In case of any disputes between the parties viz. NSO (FOD) 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 Imphal jurisdiction.**
25. **Evaluation Criteria:** The Technical bids will be scrutinised on the basis of Eligibility Criteria in Section-B. Financial bids will be opened only of the technically qualified (responsive tender) bid. The L1 would be decided on the basis of monthly expenditure taken together on Safaiwalas, charges for cleaning materials, charges for cleaning window glass panel etc.

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**E. 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 & Licence No. of the Agency under Contract Labour (Regulation & Abolition)Act, 1972 (Attach attested copy of the Reg.) :
5. PAN / TIN No of the Agency (Attach attested copy of the Reg. Certificate) :
6. Service Tax Registration No. (Attach attested copy of the Reg. Certificate) :
7. EPF Registration No. (Attach attested copy of the Reg. Certificate) :
8. E.S.I. Registration No. (Attach attested copy of the Reg. Certificate) :
9. Demand Draft of requisite Earnest Money (Detail) :
10. Financial turnover of the Agency for the last 2 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
2018-19		
2019-20		

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 three years in the following format (attested copies of the last three years work award may be enclosed):



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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						

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

1. 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;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I have not been blacklisted by any Government Agency during the last 3 years.
4. 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.

Signature of authorized person  
Full Name:

Place:  
Date:

Seal:

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**F. PROFORMA FOR FINANCIAL BID**

The contractor is advised to visit the NSO (FOD) Office before submitting his tender bid.

Price Bid

S. No.	Description	Extra Work				
		Per Day (Rs.)		Per Hour (Rs.)		
		Safaiwalas	Supervisor	Safaiwalas	Supervisor	Safaiwalas
	<b>MANPOWER</b>					
(i)	Basic Pay(to be paid to the worker)					
(ii)	ESI (mention %)					
(iii)	EPF (mention %)					
(iv)	Service Charge on the Basic Pay (mention %)					
(v)	Total [ (i) to (v) ]					
(vi)	GST (mention %)					
	<b>TOTAL (v+vi).(A)</b>					

Description	Rate Per Month
Charges for cleaning material as per the list and aids, garbage gunny bags and bins and any other item(s) that may be required for fulfilment of the contract.(B)	

Grand Total(A+B):

Date & Place

Signature of the authorised person  
with Name & Company's seal

**ANNEXURE – I**

**List of Materials to be provided by Contractor**

<b>Sl. No.</b>	<b>ITEMS</b>
<b>1</b>	Acid
<b>2</b>	Liquid Soap Floor Wash
<b>3</b>	Dettol Soap
<b>4</b>	Hand Duster
<b>5</b>	Harpik
<b>6</b>	Phenyl
<b>7</b>	Naphthalene Ball Scented
<b>8</b>	Soft Broom
<b>9</b>	Liquid Perfumed hand wash
<b>10</b>	Mops-Floor Duster
<b>11</b>	Dustbin with lid
<b>12</b>	Wipers
<b>13</b>	Any other items required for cleaning

**Date:**

**Place:**

**Signature of the authorised person  
with Name & Company's seal**