

Government of India
Computer Centre, Ministry of Statistics &
Programme Implementation
East Block-10, R K Puram,
New Delhi- 110 066

भारत सरकार
संगणक केन्द्र
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय
पूर्वी खण्ड-10, रामकृष्ण पुरम्,
नई दिल्ली-110066

F.No. D-13020/1/2013-CC

Dated: 26.02.2015.

Subject: Tender for outsourcing of housekeeping services in respect of Computer Centre, Ministry of
Statistics and Programme Implementation, New Delhi.

Sealed tenders are invited under two-bid system from reputed agencies, either by themselves or as a joint venture/partnership having capacity to provide cleaning & housekeeping services with suitable and uniformed manpower for Computer Centre, Ministry of Statistics and Programme Implementation, New Delhi, initially for a period of one year on contract/outsourcing basis which may be extended for further period of one year subject to satisfactory performance of the agency and on the same terms & conditions. The nature of services to be provided and the terms and conditions thereof are detailed in Annexure-A. Before submitting the quotation in the prescribed proforma for the purpose, the bidders may inspect the office to ascertain the nature and volume of job to be carried out.

Quotation in sealed cover should reach this office on or before 15:00 hrs. of 27.03.2015 and the same will be opened at 15:30 hrs. on the same day in the Conference Room of this Centre in the presence of tenderers or their authorised representatives who wish to remain present on that day. The tender received after the above said scheduled date & time will not be considered. No tender by FAX will be entertained. Necessary documents for this tender may be downloaded from the official website of the Ministry of Statistics & Programme Implementation or obtained from this Centre.


(SHAKUN PARDASANI)

Under Secretary to Government of India
Telephone No.: 26103956.

✓ Copy to: Shri R.P. Thakur, Deputy Director (Web Unit), Computer Centre, New Delhi with the request to upload the tender in the web site.

NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR SANITATION & HOUSEKEEPING SERVICES
IN RESPECT OF COMPUTER CENTRE, M/O. STATISTICS & PROGRAMME IMPLEMENTATION, NEW DELHI.

- 1 Sealed tenders are invited for cleaning and housekeeping services under which the contractor shall provide suitable personnel on contract basis in the Computer Centre, East Block-10, R.K. Puram, New Delh110 066 for the total office space.
- 2 **Eligible Bidders:-**
 - (a) All agencies having an office in Delhi /New Delhi/NCR and who are providing similar kind of services for at least last three consecutive years.
 - (b) The bidders should have the experience of completion of similar works in any of the Govt. Department/Autonomous institutions/Universities/ Public Sector Undertakings/ Local Bodies/Municipalities.
- 3 **Scope of work:-**
 - a. Cleaning, sweeping and wet mopping of the entire area including corridors.
 - b. Cleaning of all garbage & waste materials and their effective disposal.
 - c. Thorough cleaning of toilets including urinals and wash basins using disinfectants like phenyl, harpic, surf etc. as required. Cleaning of all sanitary fittings and mirrors of the toilets.
 - d. Shifting of office stores, furniture, files and other office equipment whenever required as porter.
 - e. Dusting and cleaning of all furniture like table , chair and electronic gadgets like computer, printer, telephone, fax, photocopier and other related equipments.
 - f. Dusting and cleaning of library books.
 - g. Cleaning of window panes, doors etc.
 - h. Miscellaneous services such as bringing of drinking water/refreshment etc. from outside and serving.
 - i. Courier work for sending materials, letters etc. within Delhi/New Delhi.
 - j. Any other work as assigned to them from time to time.
 - k. The above works are illustrative and not exhaustive.

The contractor shall be responsible for proper dusting, mopping and cleaning of work place and should keep the office rooms, toilets etc. neat and tidy.

4. **Cleaning materials:-**

The cleaning materials will be provided by the office.

5. **Terms and Conditions :-**

- i) The contract period shall be of twelve months from the date of the commencement which may be extended for further period of one year subject to satisfactory performance of the agency and on the same terms & conditions (as mentioned in the Notice).
- ii) Contractors must submit documentary evidence of providing similar services to other Govt. Department/Autonomous Institutions/Universities/public sector Undertakings/Local bodies/Municipalities for at least three consecutive years as a proof of his experience in the field.
- iii) The cleanliness will be periodically checked by the designated official of this office based on certain objective criteria dust, pan & stains on the floors/walls, cobwebs on roof, window panes, dirt in wash-basin/WCs etc. to measure level of cleanliness and the contractor has to abide by those criteria.
- iv) The contractor shall be duly registered with ESIC, EPF, Service Tax & other relevant statutory authorities dealing with employment of labour and copies of all the relevant documents in this regard must be attached with the tender. Contractors not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.
- v) The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under labour Act, Minimum Wages Act and Contract Labour (Regulation & Abolition Act), EPF etc. with regard to the personnel engaged by him for the said job. It will be the responsibility of the contractor to provide details of manpower deployed by him to the office.
- vi) The contractor shall be liable and responsible to provide all the benefits viz. PF, ESI etc. to the staff engaged by him. It shall also be the duty the of he contractor to get PF/ESI code number allotted against which the PF/ESI subscription deducted from the payment of the personnel engaged and the same should be deposited with/remitted to the respective authorities within prescribed time limit. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. in every three months.

- vii) Deployment of 3(three) workers for the service is required on 'no-work-no-pay' basis @ 9 hours per day. In exigencies extra deployment may be required.
- viii) Contractor will provide persons from where the office will select workers through interview. In case of non-selection of any worker, the contractor should provide a fresh panel.
- ix) In case personnel(s) deployed under the contract is (are) absent on any day, an immediate substitute has to be provided or else a penalty equal to double the wages of number of such absentees on that particular day shall be levied by the office and the same shall be deducted from the contractor's bill.
- x) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in point (ix) above shall be levied.
- xi) Work should be done generally on 5-days a week basis. However in need, they may be required to work on holidays.
- xii) The contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorised official of the office and the payment of a month will be made in the following month as per the records of the attendance register.
- xiii) Only those personnel having some experience in the field of job required shall have to be deployed .
- xiv) Personnel so engaged by the contractor shall wear uniform and a badge bearing his/her name, while on duty. The uniform and badge shall be provided by the contractor at his own cost.
- xv) The personnel engaged by the contractor shall be available all the time as per duty roster and they shall not leave their place of duty without the prior permission of the authorised officer of the office.
- xvi) Personnel engaged shall have to be literate, well-behaved, young & healthy. However, personnel below 18 years & above 50 years shall not be accepted.
- xvii) The Contractors shall not engage any sub-agent or sub-contractor for providing housekeeping service.
- xviii) Contractors should indicate rate per worker per day at central Govt. rates inclusive of all charges.

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- xix) The quotation submitted by the contractors should be signed by the authorised representative of the contractors.
- xx) The contractors must comply with the rates/quotations/specifications and all the terms and conditions of the contract. No deviation in the terms and conditions of the contract shall be entertained.
- xxi) Notwithstanding anything contained herein, the office reserves the right to terminate the contract by giving one month's notice in writing without assigning any reason.
- xxii) No other person except the authorised representative of the contractor shall be allowed to enter into the office premises.
- xxiii) Contractor shall be solely responsible for payment of wages/salaries and other benefits to his personnel.
- xxiv) The deployment of persons by the Contractors in the office for housekeeping services does not in any way confer any right to the contractors or the persons concerned for claiming any regular or part time employment in this office.
- xxv) Contractors shall be fully responsible for theft/burglary or any mischief by his staff and he shall be responsible to maintain all property and equipment of the office entrusted to it. Any damage or loss caused by contractor's personnel to the office in whatever shape would be recovered from the contractor.
- xxvi) The office shall not be responsible for any accident on duty and compensation.
- xxvii) Photographs, full address and telephone no. of housekeeping personnel should be provided to the office for records.
- xxviii) Before awarding the work order to the successful bidder, the contractor should furnish performance Security of 5% of the value of the contract from a Commercial Bank as per rule.

6. Jurisdiction of Court:-

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

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7. **Earnest Money Deposit (EMD) :**

Rs. 20,000/- (Rupees Twenty Thousand Only) by way of Demand Draft in favour of "PAY AND ACCOUNTS OFFICER, MINISTRY OF STATISTICS & PI" payable at New Delhi. The bids without EMD will be rejected.

8. **Mode of submission of bids:-**

The contractors are required to submit two bids i.e. Technical Bid and Financial Bid in the prescribed proforma (Annexure-1 & 2 of the Tender documents). The tender documents may be downloaded from the official website of this Ministry (www.mospi.gov.in) or obtained from this Centre in weekdays between 03.00 P.M. to 4.00 P.M. and also upto 1.00 P.M. of 27.03.2015. Both the bids shall be submitted in separate envelopes and the words 'Technical Bid' & 'Financial Bid' should be written boldly on top of respective envelope and the same should then be submitted in a single sealed envelope to be superscribed as "Quotation for Housekeeping Job of Computer Centre, New Delhi" and addressed to The Under Secretary , Computer Centre, East Block-10, R.K. Puram, New Delhi-110 066. The bid should be accompanied by an Undertaking as per proforma at **Annexure-3** of the Tender document. In case of non-fulfilment of the criteria for Technical Bid, the Financial Bid shall not be opened. Technical bids will be assessed by the office through physical verification.

9. The last date for receipt of sealed tender is **27.03.2015 till 15: 00 hrs.** and the tender will be opened on the same day at 15:30 hrs. in the Conference Room of this Centre.

PROFORMA FOR TECHNICAL BID

- i) Name of the Firm/Agency:
- ii) Postal Address:
- iii) Telephone/Mobile No.:
- iv) Name of contact person:
- v) Permanent Account Number (PAN):
- vi) Service Tax Registration No.:
- vii) Employees Provident Fund Registration No.:
- viii) Employees State Insurance Corporation Registration No.:
- ix) Trade Licence No. & Date:
- x) Details of experience in the field and Name & Address of some offices where Housekeeping Services have been provided:
- xi) Income-tax returns for the year 2011-12, 2012-13 and 2013-14:
- xii) Any other information:
- xiii) Declaration by the bidder:

This is to certify that I/We before signing the technical bid have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to abide them.

(Note: Self attested photocopies of all the above relevant documents to be attached)

Name and Signature of the Authorised Person with Company Seal

PROFORMA FOR FINANCIAL BID

1)Name of the Firm/Agency:

2)Address:

3)Telephone/Mobile No.:

4)Total Rate per worker per day at Central Govt. Rate (all inclusive) indicating the various

Components of charges separately as detailed below:

Component	Rate	Value (in Rs.)
Central Govt. Rate for unskilled worker per day as declared by Govt. From time to time (along with a copy of the order)		
EPF		
ESI		
Services Charges claimed by the Vendor		
Govt. Taxes (Service Tax, etc.,)		
Total		
Net Rate Per Day Per Worker:		

Note: The valuation of tender will depend on the Service Charges claimed by the vendor.

Name and Signature of the Authorised Person with Company Seal

UNDERTAKING

TO

Name of Agency:

Name of the Tender: _____ Due Date: _____

Sir,

- a) I/We hereby agree to abide by all terms and condition laid down in tender document:
- b) This is to certify that I/We before signing this bid have read and fully understood all the terms and condition and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions:
- c) I/We shall abide by the provisions of Minimum wages Act, Contract Labour Act and other statutory provisions like PF, ESI etc. as applicable from time to time. I/We undertake to pay the wages to the personnel deployed as pre Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
- d) I/We do hereby undertake that neat and clean environment of the office shall be ensured by our agency as well as any other point considered by our Agency. The loss on account of theft, if any, shall be recoverable from me/us.

(Signature of the Bidder)

Name and Address of the Bidder with Telephone No.