

No.D-31016/30/2013-Genl.  
Government of India  
Ministry of Statistics and Programme Implementation

Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001, Dated: 26<sup>th</sup> February, 2014

### Tender Notice

For Website:-

Subject:- Notice inviting tender for awarding contract for sweeping and cleaning of offices of Ministry of Statistics & Programme Implementation located at Sardar Patel Bhavan, Sansad Marg, New Delhi, R.K.Puram, West Block-8, Wing No.6, New Delhi-110022 and Jeevan Prakash Building, K.G. Marg, New Delhi-110001.

Sealed cover quotations are invited from all interested firms/agencies for the contract for sweeping and cleaning of offices of Ministry of Statistics & Programme Implementation located at Sardar Patel Bhavan, Sansad Marg, New Delhi R.K.Puram, West Block-8, Wing No.6, New Delhi-110022 and Jeevan Prakash Building, K.G. Marg, New Delhi-110001 for a period of one year, extendable upto two years as per the terms and conditions annexed with this notice. The sealed tender quoting with rates in the prescribed format for undertaking the work must reach the undersigned by 3.00 PM on 19.03.2014. The tender shall be opened on the same day at 3.30. PM. in room No.201, Sardar Patel Bhavan, New Delhi.

The successful bidder must comply with the provisions of the Minimum Wages Act. of the NCT Govt. of Delhi and other statutory provision of the applicable Rules/Acts. If a firm quotes "Nil" service charges/consideration, the bid shall be treated as unresponsive and will not be considered.



(G.Vaidheeswaran)

UNDER SECRETARY TO THE GOVT.OF INDIA  
Tel:23747929, Fax-23342384

To, Dy. Director,  
Computer Centre, East Block-10, R.K. Puram, N. Delhi.  
with a request to place this tender notice to the website  
of this Ministry.

Subject : Detailed terms and conditions of the Notice Inviting Tenders (NIT):-

Contract for Sweeping and Cleaning of the offices of Ministry of Statistics and Programme Implementation located at Sardar Patel Bhavan, Sansad Marg, New Delhi, R.K. Puram, West Block-8, Wing No.6, New Delhi-110022 and Jeevan Prakash Building, K.G. Marg, New Delhi-110001.

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

The initial work relating to general sweeping and cleaning shall be completed before 8.45 A.M. every day. The area covered under the contract is divided into following units as below the items of work shall be carried out as mentioned against each :

<p><b>Unit-I</b> The entire area surrounding the Sardar Patel Bhavan within the adjacent to the premises which include the general parking area: parking area for official vehicles; rooms housing offices of MTNL, CPWD etc. on the Ground Floor and Basement.</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping (with broom) of the entire open area within premises. B-Cleaning/sweeping of rooms, toilets, corridors, staircases etc. C- Dusting of 1) Tables 2) Chairs 3)Sofas 4) Calender/Pen stand 5) Flower pots 6) Name Plates 7) Curtains 8) Cupboards 9) Computer and computer furniture located in rooms 10) Telephone apparatus 11) Window panes 12) Switch Boards 13) Doors/ door closures 14) Wall Hangings etc.</p> <p><b>Twice Daily</b> Sweeping and cleaning of I. Toilets on the Ground Floor II. Area at the entrances opposite to lift and reception III. Corridors IV. Staircase and railings leading to first floor</p> <p><b>Once a week</b> I. Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc. II. Dusting of wall/removal of cobwebs/ brass planters with brasso etc. III. Through cleaning of bathroom/Toilets.</p>
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<p><b>Unit-II</b> The entire corridor area and all the rooms located on first floor and staircases and railings except the following rooms:- 101,102,103,130,131,132,133,135.</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping of the corridors/common areas, staircases and railings, toilets and all the rooms on first floor except the above mentioned. B-Cleaning/sweeping of rooms, toilets, corridors, staircases etc. C- Dusting of 1) Tables 2) Chairs 3)Sofas 4) Calender/Pen stand 5) Flower pots 6) Name Plates 7) Curtains 8) Cupboards 9) Computer and computer furniture located in rooms 10) Telephone apparatus 11) Window panes 12) Switch Boards 13) Doors/ door closures 14) Wall Hangings etc.</p> <p><b>Twice Daily</b> Sweeping and cleaning of (i) Toilets on the first floor (ii) Area at the entrances opposite to lift and reception (iii) Corridors (iv) Staircase and railings leading to first floor</p> <p><b>Once a week</b> (i) Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc. (ii) Dusting of wall/removal of cobwebs/ brass planters with brasso etc. (iii) Through cleaning of bathroom/Toilets.</p>
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<p><b>Unit-III</b> The entire corridor area and all the rooms located on second floor and staircases and railings except the following rooms:- 215,216,217,218,219,226 and 228.</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping of the corridors/common areas, staircases and railings, toilets and all the rooms on second floor except the ones mentioned. B-Cleaning/sweeping of rooms, toilets, corridors, staircases etc. C- Dusting of 1) Tables 2) Chairs 3)Sofas 4) Calender/Pen stand 5) Flower pots 6) Name Plates 7) Curtains 8) Cupboards 9) Computer and computer furniture located in rooms 10) Telephone apparatus 11) Window panes 12) Switch Boards 13) Doors/ door closures 14) Wall Hangings etc.</p> <p><b>Twice Daily</b> Sweeping and cleaning of (i) Toilets on the Second Floor (ii) Area at the entrances opposite to lift and reception (iii) Corridors</p>
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	<p>(iv) Staircase and railings leading to third floor</p> <p>Once a week</p> <p>(i) Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc.</p> <p>(ii) Dusting of wall/removal of cobwebs/ brass planters with brasso etc.</p> <p>(iii) Through cleaning of bathroom/Toilets.</p> <p>The corridors and the staircases and railing leading to third floor has to kept clean always.</p> <p>The special attention is to be paid regarding cleanliness in the Committee Room(Room No. 223) and Ground floor.</p>
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<p><b>Unit-IV</b></p> <p>The entire corridor area and all the rooms located on fourth floor and staircases and railings leading to fifth floor.</p>	<p><b>Once Daily</b></p> <p>A-Cleaning/Sweeping of the corridors/common areas, staircases and railings, toilets and all the rooms on second floor except the ones mentioned.</p> <p>B-Cleaning/sweeping of rooms, toilets, corridors, staircases etc.</p> <p>C- Dusting of 1) Tables 2) Chairs 3)Sofas 4) Calender/Pen stand 5) Flower pots 6) Name Plates 7) Curtains 8) Cupboards 9) Computer and computer furniture located in rooms 10) Telephone apparatus 11) Window panes 12) Switch Boards 13) Doors/ door closures 14) Wall Hangings etc.</p> <p><b>Twice Daily</b></p> <p>Sweeping and cleaning of</p> <p>(i) Toilets on the fourth floor</p> <p>(ii) Area at the entrances opposite to lift</p> <p>(iii) Corridors</p> <p>(iv) Staircase and railings leading to fifth floor</p> <p><b>Once a week</b></p> <p>(i) Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc.</p> <p>(ii) Dusting of wall/removal of cobwebs/ brass planters with brasso etc.</p> <p>(iii) Through cleaning of bathroom/Toilets.</p> <p>The special attention is to be paid regarding cleanliness in the Departmental Canteen located on fifth floor.</p>
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*M. Beem*

<p><b>Unit-V</b> The entire corridor area and railing on the fifth floor, toilets and bathrooms except following rooms:-501 to 528.</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping of the corridors/common areas, staircases and railings, toilets and all the rooms on second floor except the ones mentioned. B-Cleaning/sweeping of rooms, toilets, corridors, staircases etc. C- Dusting of 1) Tables 2) Chairs 3)Sofas 4) Calender/Pen stand 5) Flower pots 6) Name Plates 7) Curtains 8) Cupboards 9) Computer and computer furniture located in rooms 10) Telephone apparatus 11) Window panes 12) Switch Boards 13) Doors/ door closures 14) Wall Hangings etc.</p> <p><b>Twice Daily</b> Sweeping and cleaning of Toilets on the Fifth Floor</p> <ul style="list-style-type: none"> <li>(i) Area at the entrances opposite to lift</li> <li>(ii) Corridors</li> <li>(iii) Staircase and railings leading to third floor</li> </ul> <p><b>Once a week</b></p> <ul style="list-style-type: none"> <li>(i) Dusting of curtains/Fixture/Tables/Bulbs/Ventilators/Fans etc.</li> <li>(ii) Dusting of wall/removal of cobwebs/ brass planters with brasso etc.</li> <li>(iii) Through cleaning of bathroom/Toilets.</li> </ul> <p>The corridors and the staircases and railing leading to third floor has to kept clean always. The special attention is to be paid regarding cleanliness in the Committee Room(Room No. 223) and Ground floor.</p>
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<p><b>Unit-VI</b> The entire 8<sup>th</sup> and 9<sup>th</sup> Floor, Jeevan Prakash Building, K.G.Marg, New Delhi.</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping with broom the room within premises. B- Dusting of 1) Tables. 2) Chairs. 3)Sofas. 4) Calender/Pen stand. 5) Flower pots. 6) Name Plates. 7) Curtains. 8) Cupboards. 9) Computer and Computer furniture located in rooms. 10) Telephone apparatus. 11) Window panes. 12) Switch Boards. 13) Doors/ door closures. 14) Wall Hangings etc.</p> <p><b>Twice Daily</b> Sweeping and cleaning of</p>
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	<ul style="list-style-type: none"> <li>(i) Toilets</li> <li>(ii) Area at the entrances</li> <li>(iii) Corridors</li> </ul> <p><b>Once a week</b></p> <ul style="list-style-type: none"> <li>(i) Dusting of curtains/Fixture/Tables/Bulbs/ventilators/Fans etc.</li> <li>(ii) Dusting of wall/removal of cobwebs/ brass planters with brasso.</li> <li>(iii) Through cleaning of bathroom/Toilets.</li> </ul>
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<p><b>Unit-VII</b> The corridor area and all the rooms Located at R.K. Puram,Block No. 8, Wing No. 6</p>	<p><b>Once Daily</b> A-Cleaning/Sweeping with broom the room within premises. B-Dusting of 1) Tables. 2) Chairs. 3)Sofas. 4) Calender/Pen stand. 5) Flower pots. 6) Name Plates. 7) Curtains. 8) Cupboards. 9) Computer and Computer furniture located in rooms. 10) Telephone apparatus. 11) Window panes. 12) Switch Boards. 13) Doors/ door closures. 14) Wall Hangings etc.</p> <p><b>Twice Daily</b></p> <ul style="list-style-type: none"> <li>(i) Sweeping and cleaning of</li> <li>(ii) Toilets</li> <li>(iii) Area at the entrances</li> <li>(iv) Corridors</li> </ul> <p><b>Once a week</b></p> <ul style="list-style-type: none"> <li>(i) Dusting of curtains/Fixture/Tables/Bulbs/ventilators/Fans etc.</li> <li>(ii) Dusting of wall/removal of cobwebs/ brass planters with brasso.</li> </ul> <p>Through cleaning of bathroom/Toilets.</p>
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**2. Other conditions and requirements for submitting bids:-**

- (a) The firm should have worked or working for premises used by at least 500 persons belonging to a 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. 1,00,000/- (Rs. One lakh only) drawn in favour of "Pay and Accounts Officer, M/o Statistics & Programme Implementation, N. Delhi" as Earnest Money deposit must be enclosed with the tender.
- (c) Security Deposit/Performance Guarantee- The successful bidder will have to submit the security deposit of Rs. 2,50,000/- (Rs. Two lakh fifty thousand only) in form of Bank Draft/Pay Order drawn in favour of "Pay and Accounts Officer, M/o Statistics & Programme Implementation, N. Delhi" from any National Bank 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 the receipt of Security Deposit from the successful bidder or EMD submitted by the successful bidder will be adjustable against the security deposit.
- (d) The tender document 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 stocked at specified place in the complex which can always be test checked by the officer of the General Administration Branch.
- (e) The tender document should specify the number of person proposed to be employed i.e, 21 sweepers including ladies sweepers and Two supervisors.
- (f) **Rates quoted should clearly indicate** (i) cost of labour (Minimum Wages Act, of the NCT Govt. of Delhi) (ii) details of materials/equipments to be used in the cleaning work and (iii) other charges, if any in the enclosed format.
- (g) Conditional, ambiguous and incomplete quotations will be summarily rejected.
- (h) Ministry of Statistics & Programme Implementation reserves the right to reject any or all the quotations without assigning any reason.
- (i) The tender shall have to produce documentary proof i.e. Aadhar Card, Ration Card/Telephone Bill/Electricity Bill/Income Tax Certificate.

**3. Other conditions for the contract:**

- (a) Scrubbing/washing of floor 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 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 the cleaning/sweeping work is to be done before 8.00 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 the Ministry so as to prevent foul smell emanating out of toilets. Such material as 'Odonil' or any other presume generating chemical will always remain at least in two corner 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 specification as prescribed by the Ministry.
- (e) The character and antecedents of the person engaged in the cleaning and weeping work must be duly verified and security vetted. A certificate to this affect is to be submitted to the General Administration Section before undertaking the job.
- (f) The contractor shall nominate at least three person for the entire office area each for Sardar Patel Bhawan, R.K.Puram office and J.P.Building office, for the while working day for supervising the work and who can be contracted as the when required.
- (g) Bills shall be submitted at the end of each month in triplicate along with certificates for the satisfactory performance from the user Section/Officers in support of having performed the job of cleaning and sweeping in this office premises. This certificate will be countersigned by the caretaker in General Administration Section. They will also give a separate certificate in respect of toilets, corridors, open area etc.
- (h) A minimum number of **21 sweepers including ladies sweepers and Two supervisors** shall always remain present and their attendance can be physically checked by an authorized official. In case it is found during daily attendance that the number of sweepers or supervisor is less than the minimum number the pro-rate wages will be deducted for the such period from the monthly bills. Further, if the work requires deployment of additional manpower for effective cleaning the contractor may have to provide additional manpower without any extra cost.
- (i) Weekly performance of the contractor will be observed by the official of the Ministry.
- (j) It shall be the sole responsibility of the contractor to comply with provision of various Act/Status regarding payment of Minimum Wages/Provident Funds/Employment State Insurance etc. in respect of labors engaged for the work and their service conditions. The Ministry shall not have any liability in this regard.



(G.Vaidheeswaran)  
Under Secretary to the Govt. of India.  
011-23747929



## Ministry of Statistics and Programme Implementation

(Sardar Patel Bhavan, Jeevan Prakash Building, K.G.Marg, and R.K.Puram, West Block-8)

(1)

## RATE FORMAT

S.No.	Description	Rate(in Rs.)	
		Per Person (Sweeping/daily wage worker)	Per person (Supervisor/driver)
1	Per Month (6 days week) Per Person Charges		
2	PF Charges		
3	ESI		
4	Service Tax		
5	Service Charges		
<b>Total:</b>			

- Service Tax payable on the total billing amount.
- Service charges paid on total wages charges.
- The firm must enclose copy of registrations in regard to PF, ESI, and Service Tax.

(2) Per month material for providing the chemicals in waterless Urinal Pots at S.P.Bhavan, New Delhi Rs.10,000/- (fixed).

4 bottles of Blueseal liquid.

(3) Per month material charges for Phenyl, room freshner, liquid soap, broom, Pochcha, Duster, dettol soap, toilet paper for Sr. officers toilets, Finit spray and Hit spray etc. (Fixed-Rs.10,000/- per month for S.P.Bhavan, Rs. 6,000/- per month for Jeevan Prakash Building and Rs. 4,000/- for R.K.Puram Office, West Block-8, Wing No.6)

**Particulars of cleaning and other material required per month:-**

Sl. No.	ITEM	quantity
1.	Broom (Phool)	16 nos.
2.	Broom(Narial)	6 nos.
3.	Floor wiper with 3"long metal handle & 16" wide rubber wiper fixed in plastic casing.	8 nos.
4.	Broom with 6" long bamboo	3 nos.

	handle.	
5.	Toilet Brush	6 nos.
6.	Floor Duster(size 2'x2')	5 Dozen
7.	Duster(size 2'x2')	4 Dozen
8.	Naphtalene Balls(Metropol/Trishul)	4 Packets
9.	Air freshner cakes(Odonil)	18 nos.
10.	Urinal and sanitary freshner cubes	4 box.
11.	Pheynoyl (Metropol/Trishul)	15 ltr.
12.	Deodorant Floor cleaner(Cleanzo/Trishul)	10 ltr.
13.	Detergent Powder(Surf/Henko)	10 kg.
14.	Washing Powder(VIM)	6 kg.
15.	Toilet cleaner(Harpic)	15 ltr.
16.	Toilet liquid soap(Homacol)	40 ltr.
17.	Multi Insect killer(Finit)	4 ltr.
18.	Insect killer spray pumps	4 nos.
19.	Hit/Baygon spray (500 ml)	12 nos
20.	Room Freshners(300 ml) (Yarley)	18 nos.
21.	Agarbatti	10 pkt
22.	Brasso (300 ml)	1 bottle
23.	Glass Cleaner (Colin 500ml)	20 nos.

## Ministry of Statistics and Programme Implementation

(Sardar Patel Bhavan, Jeevan Prakash Building, K.G.Marg, and R.K.Puram, West Block-8)

(1)

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*Ar. Bees*