

No. D-31016/29/2010-Genl.Part -I
Government of India
Ministry of Statistics and Programme Implementation

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001, S, February. 2013.

To

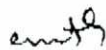
As per list attached

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

Sir,

I am directed to invite the tender for the contract for sweeping and cleaning of office of Ministry of Statistics & Programme Implementation located at R.K. Puram, West Block-8, Wing No. 6, New Delhi-110022 and Jeevan Prakash Building, K.G. Marg, New Delhi-110001 for the period of one year, extendable to two years as per the details enclosed. The sealed tender with rates in the prescribed format for undertaking the work must reach the undersigned by 3.00 PM on 25.03. 2013. The tender shall be opened on the same day at 3.30. PM. in room No. 201 Sardar Patel Bhavan.

It shall be the responsibility of the successful bidder to comply with the provisions of the Minimum Wages Act., of the NCT Govt. of Delhi and other statutory provisions of the applicable Rules/Acts.


(V.TALWAR)

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

Subject : Detailed terms and conditions of the Notice Inviting Tenders (NIT) contract of Sweeping and Cleaning of Ministry of Statistics and Programme Implementation located at 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. everyday. The area covered under the contract is divided in to two units as below the items of work shall be carried out as mentioned against each:

<p>Unit-I</p> <p>The entire 8th and 9th Floor, Jeevan Parakash Building, K. G. Marg, New Delhi.</p>	<p>Once Daily</p> <p>A- Cleaning/sweeping with broom the rooms within premises.</p> <p>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 Hanginings etc.</p> <p>Twice Daily</p> <p>Sweeping and cleaning of</p> <p>(i) Toilets</p> <p>(ii) Area at the entrances</p> <p>(iii) Corridors</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.</p> <p>(iii)Through cleaning of bathroom/Toilets.</p>
<p>Unit-II</p> <p>The corridor area and all the rooms Located on R.K.Puram, Block No. 8, Wing No.6</p>	<p>Once Daily</p> <p>A- Cleaning/sweeping with broom the rooms within premises.</p> <p>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 Hanginings etc.</p> <p>Twice Daily</p> <p>Sweeping and cleaning of</p> <p>(iv) Toilets</p> <p>(v) Area at the entrances</p> <p>(vi) Corridors</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.</p> <p>Through cleaning of bathroom/Toilets.</p>

Ministry of Statistics and Programme Implementation
(Jeevan Prakash Building, K. G. Marg, and R.K. Puram , West Block-8)

(1)

RATE FORMAT

S. No.	Description	Rate	
		Per person (Sweeping)	Supervisor
1.	Per month (6 days week) per person charges		
2.	P F Charges		
3.	E S I		
4.	Service Tax		
5.	Service Charges		
	Total		

1. Service tax payable on total billing amount.
2. Service charges paid on total wagers charges.
3. The firm must enclose copy of registrations in regard to PF, ESI, and Service Tax.

(2)

Per month material Rs.5000/- (fixed) (Rs.3000/-Per month for Jeevan Prakash Building and Rs.2000/-for R.K. Puram Office, West Block-8, Wing No.6.)

1. 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. 3,000/- (Rs. Three thousand only) drawn in favor of Pay and Accounts Officer, M/o Statistics & Programme Implementation 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 in form of Bank Draft/Pay Order (which is about 10% of the total value of the Annual Contract) from any National Bank to be drawn in favor of Pay & Accounts Officer, Ministry of Statistics and Programme Implementation 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 Security Deposit from the successful bidder or EMD submitted by the successful bidder will be adjustable against the security deposit.
- (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 test checked by the officers of the General Administration Branch.
- (e) The tender document should specify the number of persons proposed to be employed.
- (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 and Programme Implementation reserves the right to reject any or all the quotations without assigning any reason.
- (i) The tenderer shall have to produce documentary proof i.e. Ration Card/Telephone Bill/Electricity Bill/Income Tax Certificate.

2. Other Conditions 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 8.00 AM everyday and again after 2.30 P.M. i.e. after the lunch.
- (c) All toilets shall be provided with "de-odourising" materials of appropriate brand and specifications to be selected by the Ministry so 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 weeping work must be duly verified and security vetted. A certificate to this effect is to be submitted to the General Administration Section before undertaking the job.
- (f) The contractor shall nominate at least three persons for the entire complex area of Sardar Patel Bhavan for the while working day for supervising the work and who can be contacted as and 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 Sections/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 5 sweepers including ladies sweepers and one supervisor 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 then pro-rate wages will be deducted for the such 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.

- (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/Employee State insurance etc. in respect of labourers engaged for the work and their service conditions. The Ministry shall not have any liability in this regard.
