



No. D-25011/15/2010-11-E.V
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

East Block – 6, Level – 4 – 7,
R.K. Puram, New Delhi – 110066.
Dated: 30th September, 2010

To

Sub.: Quotations for Cleaning services

Sir,

. National Sample Survey Office (NSSO) a Central Government office under Ministry of Statistics and Programme Implementation, Headquartered at East block -6, R.K.Puram, New Delhi-66 requires the cleaning services from registered agencies on short term contract basis for its office located at R.K.Puram, New Delhi.

NSSO, FOD Hqrs has three and half levels, with 2 bathrooms at each level and the area of each level being 5000 sq ft. **The company should deploy four houseboy and a supervisor.** Still to have the idea of the space and condition of the building, the interested companies can visit the offices premises during office hours.

The quotations should be sent in the prescribed formats and shall reach this office by 13.00 hrs on, **18th October 2010.** The quotations will be opened on the same date at 15.00 hrs. in the presence of representatives of vendors, if any. Competent authority in NSSO (FOD) reserves the right to reject quotations without assigning any reason.

(Amit Nirmal)
Deputy Director(Admn)
Ph: 26106821

APPLICATION FORM – FINANCIAL BID

For Providing cleaning services to NSSO (FOD)

1. Name of tendering Company/ Firm/ Agency:
2. Details of Earnest Money Deposit : **Rs. 20,000/- (Rupees Twenty Thousand only)**
D.D./ P.O. No. & Date : _____
Drawn on Bank : _____

Rates are to be quoted strictly in accordance with the Minimum Wages Act, 1948 as applicable as on date for Central Govt. offices observing five days a week , during the entire month in the following break-up:

S.No.	Component of Rate	Monthly basis per head	
		Houseboy	Supervisor
1.	Wage Rate (as per MWA, 1948)	Rs.	Rs.
2.	Employees Provident Fund @ % of 1 above	Rs.	Rs.
3.	Employees State Insurance @ % of 1 above	Rs.	Rs.
4.	Any other liability Pl. Indicate)	Rs.	Rs.
5.	Contractors Admn./ Service Charge	Rs.	Rs.
Total (Column 1 to 5)		Rs.	Rs.
6.	Service Tax Liability @ % of	Rs.	Rs.
Grand Total		Rs.	Rs.

(a) Total cost of all the persons deployed ,Rs.

(b) Per Month, Cost of cleaning material , Rs.

(List of cleaning material may be provided in Annexure-1)

(c) Per Month, Total cost of persons deployed & material, Rs.

Date:

Place:

Signature of authorized Person

Name:

Seal:

APPLICATION FORM – TECHNICAL BID

For Providing cleaning services to NSSO (FOD)

1. **Name of Tendering Company/ :** _____
Firm/Agency
(Attach attested copy of certificate of Registration)

2. **Name of proprietor/ Director :** _____
Of Company/ Firm/ Agency _____

3. **Full Address of Reg. Office :** _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____

3. **Full Address of Operating/ Branch :** _____
Office _____

Telephone No. : _____
FAX No. : _____
E-mail Address : _____

4. **PAN/ GIR No. :** _____
(Attach attested copy)

5. **Service Tax Registration No. :** _____
(Attach attested copy)

6. **E.P.F. Registration No. :** _____
(Attach attested copy)

7. **E.S.I. Registration No. :** _____
(Attach attested copy)

8. Financial turnover of the tendering Company/ Firm/ Agency for the last 3 Financial Years:

(Attach separate sheet if space is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2007-08		
2008-09		
2009-10		

9. Details of major contracts handled by the tendering Company/ Firm/ Agency for providing Typing Assistance/Stenographic Assistance/ Translation Services/ Security Services/ Office Assistant Services to NSSO (FOD) during the last three years in the following format:

S. No.	Details of client along with address, telephone and FAX numbers	Amount of contract (Rs. Lacs)	Duration of Contract	
			From	To
1.				
2.				
3.				

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

**10. Additional information, if any
(Attach separate sheet, if required)**

Date:

**Signature of authorized Person
Name:**

Place:

General Terms and Conditions

1. The contract is likely to be commenced from -----and shall continue for an year , unless it is curtailed or terminated by this Organisation/ Department owing to deficiency of service, sub-standard quality of _____ deployed, breach of contract etc.
2. The contract shall automatically expire after an year unless extended further by the mutual consent of contracting agency and this Division.
3. The contract may be extended, for a further specific period mutually agreed upon by the successful service providing Company/ Firm/ Agency and this Division.
4. The contracting Company/ Firm/ Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Division.
5. The Office, at present, has requirement on urgent basis. The requirement may further increase or decrease during the period of contract also and the tenderer would have to provide additional manpower, if required on the same terms and conditions.
6. The tenderer will be bound by the details furnished by him/ her to this Division while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/ her liable for legal action besides termination of contract.
7. The contract will be awarded on merit basis after examining eligible quotations by the committee and working performance of the firm/agency for the past two years in Govt. offices. This Division reserves right to terminate the contract during the period also after giving a week's notice to the contracting agency.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

8. This Office is a Central Government office and has five working days (i.e., Monday to Friday) in a week from 0930 hrs. to 1800 hrs. with a lunch break of ½ hour from 1330 hrs. to 1400 hrs. Besides this, the Division also observes the Gazetted holidays notified by the Government of India from time to time. The person deployed, however, may have to attend the office beyond usual office hours on working days and also on weekends and holidays, S/he will be paid as per agreed rates and also subject to instructions of Labour Department, NCT of Delhi.
9. The contracting Company/ Firm/ Agency shall furnish the following documents in respect of the individual _____ who will be deployed by it in this Division before the commencement of work:
 - a. List of persons deployed;
 - b. Bio-data of the persons alongwith the certificates in respect of education/ professional qualifications etc.
 - c. Attested copy of matriculation certificate containing date of birth;
 - d. Character certificate from a Gazetted officers of the Central/ State Government;
 - e. Certificate of verification of antecedents of persons by local police authority.
10. In case, the person deployed commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence, the successful Company/ Firm/ Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by this office.
11. The tendering Company/ Firm/ Agency shall replace immediately any of its personnel who is found unacceptable to this office because of security risks, incompetence, conflicts of interest, improper conduct etc. upon receiving written notice from this Division.
12. The person deployed shall be required to report for work at 7.00 hrs. on all working days and complete the cleaning of rooms, corridors etc. before the office starts at 9.30 hrs. The chart

of allocation of work will be (for the whole day) to the deployed person will be fixed in discussion with Head of Office. If required, he/ she will work on weekends/ holidays also. In case, person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day wage shall be deducted.

13. The agency shall depute a coordinator who would be responsible for immediate interaction with this Division so that optimal services of the persons deployed by the agency could be availed without any disruption.
14. The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his/ her personal reasons. **The delay in providing a substitute would attract a penalty @ Rs. 500 per day on the service providing agency.**
15. It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed in this Division and this Division will have no liabilities in this regard.
16. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning or different Labour Legislations. **The persons deployed by the agency in this Division shall not have claims for any Master and Servant relationship against NSSO (FOD).**
17. The service providing agency shall be solely responsible for the redressal of grievances/ resolution of disputes relating to person deployed. This Division shall, in no way, be responsible for settlement of such issues whatsoever.
18. This Division shall not be responsible for any financial or other injury to any person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation."
19. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of this Division during the Contract period or after expiry of the contract.
20. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular/ otherwise capacity in this Division.

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21. The tendering agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this office.
22. Tendering agency shall also be liable for depositing all taxes, levies, cess etc. on account of services rendered by it to NSSO (FOD) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
23. The tendering agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this organization or any other authority under the Law.
24. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this organisation.
25. In case, the tendering agency fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the office is put to any loss/ obligation, monetary or otherwise, this Division will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
26. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/ Pay Order

drawn in favour of Pay & Accounts Office, MOS&PI, New Delhi **failing which the tender shall be rejected outrightly.**

27. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second Competitive Stage) shall be returned to them without any interest. **Further, if the agency fails to deploy _____ against the initial requirement within 15 days from date of placing the order the EMD shall stand forfeited without giving any further notice.**
28. The successful tenderer will have to deposit a performance security amount of 10% of the service charges payable for the services to be provided by the bidder on account of security deposit . Immediately after awarding contract in the form of Bank Draft in favour of Pay & Accounts Officer, MOS&PI, New Delhi or Bank Guarantee issued by a reputed bank or Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay & Accounts Officer, MOS&PI, New Delhi, covering the period of contract.
29. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this organization besides annulment of the contract.
30. The agency shall raise the bill, in triplicate, alongwith attendance sheet (duly verified by officer in-charge) in respect of the persons deployed and submit the same to Head of Office in the first week of the succeeding month. As far as possible, the payment will be released by the second week of the succeeding month.
31. The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. for the month should be necessarily accompanied with documentary proof pertaining to the month preceding to concerned bill month. A requisite portion of the bill/ whole of the bill amount shall be held up till such proof is furnished, at the discretion of this Division.
32. The amount of penalty calculated @ Rs. 500 per day on account of delay, if any, in providing a suitable substitute by the agency shall be deducted from the monthly bills of the service providing Company/ Firm/ Agency in the following month.
33. The Addl. Director General HOD, NSSO (FOD) reserves the right to withdraw/ relax any of the terms and conditions mentioned above, so as to overcome any problem encountered at a later stage.

