

No. A-12018/3/2011-CC

Government of India
Ministry of Statistics & Programme Implementation
Computer Centre,
East Block-10, R K Puram
New Delhi- 110066.

Date: 11.12.2012

Subject: Tender for outsourcing of Housekeeping services in respect of Computer Centre, East Block- 10, R K Puram, New Delhi- 110066.

A sealed tender is invited for providing housekeeping services for Computer Centre, East Block- 10, R K Puram, New Delhi- 110066. The nature of services to be provided and the terms and conditions thereof are detailed in Annexure. 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 04.01.2013 and same will be opened at 15:30 hrs. on the same day in the Conference Hall of this Office. The contractor may be present at the time of opening of the tender. Necessary documents for this tender may be downloaded from the official website of the Ministry of Statistics & Programme Implementation i. e. www.mospi.gov.in or obtained from the office.

Yours faithfully,


(SHAKUN PARDASANI)

Under Secretary to the Government of India

ANNEXURE

NOTICE INVITING QUOTATION FOR ANNUAL CONTRACT FOR HOUSEKEEPING SERVICES IN RESPECT OF COMPUTER CENTRE, MOS&PI, EAST BLOCK-10, R K PURAM, NEW DELHI-110066.

1. Sealed tenders are invited for cleaning and housekeeping of the Computer Centre, East Block-10, R K Puram, New Delhi-110066 by engaging effective manpower on contract basis.
2. Scope of work:
 - a) Cleaning, sweeping and wet mopping of the entire area of office premises (basement, level- 2, 3 and 6) 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 furniture, files and other office equipments whenever required as porter.
 - e) Dusting and cleaning of all furniture like table, chair and electronic gadgets like Servers, Computers, Printers, Telephone, Fax Machine, Photo Copier Machine and other related equipments using vacuum cleaner.
 - 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) General maintenance and upkeep of the entire office premises.
3. The contract shall be valid for one year or till the end of March 2013, whichever is later.
4. Cleaning material:
 - a) The cleaning materials will be provided by the office.
5. Terms and Conditions:
 - a) Agencies must have experience in providing similar services to other offices. Documentary proof should be given in this respect.
 - b) The Agencies 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. Agencies not registered under the ESIC and Provident Funds Act and other relevant statutory enactment dealing with employment of labour need not apply.

- c) Deployment of 2 male and 1 female workers for the service is required on 'no-work-no-pay' basis @ 9 hours per day.
- d) Work should be done on 5-days a week basis except Saturdays and Sundays.
- e) Only experience persons will have to be deployed.
- f) All persons engaged must be in uniform, well-behaved, and healthy.
- g) Person above 50 years shall not be accepted.
- h) Liveries, Insurance back-up etc. must be provided by the Agency.
- i) The Agencies shall not engage any sub-agent or sub-Agency for providing housekeeping service.
- j) The Agencies should indicate rate per worker per day inclusive of all charges.
- k) The quotation submitted by the Agencies should be signed by the authorised representative of the Agencies.
- l) The Agencies must comply with the rates/ quotations/ specifications and all the terms and conditions of the contract. No deviation in the terms & conditions of the contract shall be entertained.
- m) 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.
- n) No other person except the authorised representative of the Agency shall be allowed to enter into the office premises.
- o) Agency shall be solely responsible for payment of wages/ salaries and other benefits to his personnel.
- p) The deployment of persons by the Agencies in the office for housekeeping services does not in any way confer any right to the Agencies or the persons concerned for claiming any regular or part time employment in this office.
- q) Agencies shall be fully responsible for theft/ burglary or any mischief by his staff.
- r) The office shall not be responsible for any accident on duty and compensation.
- s) Photographs, full address and telephone No. of the housekeeping personnel should be provided to the office for records.
- t) Before awarding the work order to the successful bidder, the Agency should furnish Performance Security of 5 % of the value of the contract from a Commercial Bank as per rule.
- u) The persons supplied by the Agency should not have any Police record/ criminal cases against them. Photographs, full address and telephone/ Mobile No. of housekeeping personnel should be provided to the office for records.
- v) The manpower will have to be supplied by the Agency within 15 days of award of contract.
- w) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category. All consumables, detergents, chemicals, like (Naphthalene ball, Room fresher, mosquito/ insect repellent, liquid soap, colin, phenyl) shall be issued by the Computer Centre.

6. Mode of submission of bids:

The Agencies are required to submit two bids i.e. Technical Bid and Financial Bid in the prescribed proforma, which may be obtained from the website or from this office. Both the bids shall be submitted in separate envelope and the same should then be submitted in a single sealed envelope to be super scribed as "Quotation for Housekeeping Job of Computer Centre" and addressed to the Under Secretary, Computer Centre, Level- III, East Block-10, R K Puram, New Delhi-110066. In case of non-fulfilment of the criteria for Technical Bid, the Financial Bid shall not be opened.

7. The last date for receipt of sealed tender is 04.01.2023 till 15:00 PM and the tender will be opened on the same day at 15:30 PM in the Conference Hall of this Office.

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 & Addressed of some offices where Housekeeping Services have been provided:

(Note: Photocopies of all the above relevant documents to be attached)

Signature of authorised person

PERFORMA FOR FINANCIAL BID

- 1) Name of the Firm/Agency:
- 2) Address:
- 3) Telephone/ Mobile No.:
- 4) Rate of worker per day (all inclusive):

Signature of authorised person

8. Area covered under Computer Centre building

| Level (s) | Area covered under Computer Centre |
|---|--|
| Level - II | All rooms including Server room, Conference Hall, Corridors, Toilets and front portion of Computer Centre. |
| Level - III | All rooms, Training Hall, Library, Corridors and Toilets. |
| Level - VI | All rooms, Corridors, open space outside the gate, Toilets. |
| Basement | To keep all discarded hardware/ software items as and when required to shift any item. |
| All stairs and railings of all floors are to be cleaned | |

UNDERTAKING BY THE BIDDER

This is certify that I/ We before signing this render have read and fully understood all the terms and conditions contained and undertake myself/ ourselves to abide by them.

Signature of the Tenderer with seal

Name:
 Designation:
 Address:
 Phone No.:
 Mobile No.:

9. CHEKLIST OF DOCUMENTS SUBMITTED

| Sl No. | Documents to be submitted | Submitted | Not submitted | Remarks |
|--------|---|-----------|---------------|---------|
| 1 | Copy of Registration of firm | | | |
| 2 | Copy of Registration certificate of EPF | | | |
| 3 | Copy of Registration certificate of ESI | | | |
| 4 | Copy of Labour License | | | |
| 5 | Copy of Income Tax Return for last 2 years | | | |
| 6 | Copy of Service Tax Registration | | | |
| 7 | Copy of PAN/TAN card | | | |
| 8 | List of clients indicating quantum of work executed with them | | | |
| 9 | Proof of experience | | | |
| 10 | Details of cost of bidding document | | | |
| 11 | Last 2 years of audited statement from Chartered Accountant | | | |
| 12 | Rate quoted complies with the Minimum Wages Act of Govt. of India (Central Govt.) with all other statutory provisions | | | |

Signature of Bidder with office Seal, Office Address & Date