

Government of India
Ministry of Statistics & Programme Implementation
Central Statistics Office (Industrial Statistics Wing)
1, Council House Street,
Kolkata-700 001

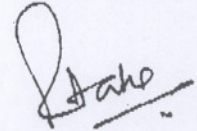
No. 6/7/2012-Admn.I.

Date : 27/ 12/ 2012.

Subject: Tender for outsourcing of housekeeping services in respect of Central Statistics Office (I.S. Wing), Kolkata.

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 Central Statistics Office (I.S. Wing), Kolkata initially for a period of one year on contract/outsourcing basis. 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 18.01.2013 and same will be opened at 15:30 hrs. on the same day in the room of Dr. B. Chaudhuri, Director of this office 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 the office at 1, Council House Street, Kolkata-700001.



(P. P. Saha)

Under Secretary (Admn.)
Central Statistics Office (I.S.Wing)
1, Council House Street
Kolkata - 700001

ANNEXURE-A

NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR SANITATION & HOUSEKEEPING SERVICES IN RESPECT OF C.S.O.(I.S.WING), KOLKATA

1. Sealed tenders are invited for cleaning and housekeeping services under which the contractor shall provide suitable personnel on contract basis in the Central Statistics Office, (Industrial Statistics Wing), housed at Commercial Library Building, 1, Council House Street, Kolkata-70001 for the total office space.

2. **Eligible Bidders:-**

- (a) All agencies having an office in Kolkata and its surroundings 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:-**

Section-A

- 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 furniture, files and other office equipments 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.

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.

Section-B

- a) Miscellaneous services such as bringing of drinking water/refreshment etc. from outside and serving.

- 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 of the 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 both male and female workers for the service is required on 'no-work-no-pay' basis @ 9 hours per day. The deployment strength will be between 3 to 7.
- viii) 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.
- ix) 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 (viii) above shall be levied.
- x) Work should be done generally on 5-days a week basis.
- xi) 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.
- xii) Only those personnel having some experience in the field of job required shall have to be deployed.
- xiii) 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.
- xiv) 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.
- xv) Personnel engaged shall have to be well-behaved, young & healthy. However, personnel below 18 years & above 50 years shall not be accepted.
- xvi) The Contractors shall not engage any sub-agent or sub-contractor for providing housekeeping service.
- xvii) Contractors should indicate rate per worker per day inclusive of all charges.

from this office at 1, Council House Street in weekdays between 11.00 A.M. to 4.00 P.M. upto 1.00 P.M. of 18.01.2013. 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 C.S.O. (I. S. Wing), Kolkata" and addressed to The Under Secretary (Admn.), Central Statistics Office, (I. S. Wing), 1, Council House Street, Kolkata - 700001. The bid should be accompanied by an Undertaking as per proforma at Annexure-3 of the Tender documents. 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.

8. The last date for receipt of sealed tender is **18.01.2013 till 15:00 hrs.** and the tender will be opened on the same day at **15:30 hrs.** in the chamber of Dr. B. Chaudhuri, Director of this office.

ANNEXURE-1

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) Any other information:
- xii) 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 by them.

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

Signature of authorised person

ANNEXURE-2

PROFORMA FOR FINANCIAL BID

- 1) Name of the Firm/Agency :
- 2) Address :
- 3) Telephone/Mobile No. :
- 4) Rate per worker per day (all inclusive) :
 - a) For work as Mentioned at **Section-A** of the Scope of work In the Tender Notice:
 - b) For work as mentioned at **Section-B** of the Scope of work in the Tender Notice:

Signature of authorised person

UNDERTAKING

To

Name of Agency:

Name of the Tender: _____ Due date: _____

Sir,

- a) I/We hereby agree to abide by all terms and conditions laid down in tender documents.
- b) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions 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 per 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 maintained by me/agency, as well as, other duties considered by 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
Telephone No.

- b) Shifting of Office Stores, furniture etc.
- c) Courier work for sending materials, letters etc within Kolkata.
- d) Attending officers' chamber.
- e) Any other work as assigned to them from time to time.
- f) The above works are illustrative and not exhaustive.

(For the nature of work as mentioned at Section-B, the personnel should have knowledge of reading & writing of English, Hindi & Bengali).

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 (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 & gutka 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.
The contractor shall also be registered under the 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

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- xviii) The quotation submitted by the contractors should be signed by the authorised representative of the contractors.
- xix) 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.
- xx) 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.
- xxi) No other person except the authorised representative of the contractor shall be allowed to enter into the office premises.
- xxii) Contractor shall be solely responsible for payment of wages/salaries and other benefits to his personnel.
- xxiii) 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 permanent employment in the office.
- xxiv) 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.
- xxv) The office shall not be responsible for any accident on duty and compensation.
- xxvi) Photographs, full address and telephone no. of housekeeping personnel should be provided to the office for records.
- xxvii) 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 Kolkata shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

7. 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 or obtained