

MoES/25/01/2011-Genl.
Government of India
Ministry of Earth Sciences
Block-12, CGO Complex, Lodhi Road, New Delhi-110003.

Dated: 1.11.2011

NOTICE INVITING TENDERS (NIT) FOR HOUSEKEEPING SERVICES

TENDER DOCUMENT

Ministry of Earth Sciences, Government of India, invites '**Sealed Bids**' for housekeeping services from registered reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-2. The job specifications and scope of work are given in Annexure-I. The format for Financial Bid at Annexure- 3. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two-three years.

2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Techno-commercial Bid**' giving details in the format as per Annexure-2 and the second sealed envelope superscribed as '**Financial Bid**' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope super scribed as '**BID FOR HOUSEKEEPING SERVICES**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Section Officer (G)
Block-12, Ground Floor, Mahasagar Bhawan,
CGO Complex, Lodi Road,
NEW DELHI

3. The sealed bids will be received by undersigned up to **2.00 PM on 25/11/2011**. Any bid received after the prescribed deadline shall not be considered. The Techno-Commercial bids will be opened on the same date at 2.30 PM in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno-commercial criteria will be notified separately.

4. Earnest Money (EMD) of Rs.1.00 lakhs (Rupees one lakhs only) should accompany the **Techno-commercial bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque/FDR/Bank Guarantee from a Nationalized bank/Scheduled commercial bank in favour of DDO, MoES payable at New Delhi. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by MoES.

5. Technical Bid Evaluation etc:

A two-stage procedure will be adopted for evaluation of tenders received.

- i) Submission of Technical document as per Annexure -2.
- ii) Detailed technical presentation.

The bidders who fulfill all the criteria of technical document as per Annexure -2 will call for the technical presentation. The technical presentation is of 50 marks and the bidder scoring 40 & above marks in the presentation will be shortlisted for considering for opening of the financial bids.

6. The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
- b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.

7. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.

8. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

9. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

10. Pre-bid Meeting: Pre-bid meeting with the prospective bidders shall be held on 17.11.2011 at 11:30 hrs. in the Conference Room of Ministry, 1st Floor, Block-12, Mahasagar Bhawan, CGO Complex, Lodi Road, **NEW DELHI**.

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11. RATES AND PRICES

11.1 Bidders should quote the **rates in the format given at Annexure-3**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or overwriting are permissible.

11.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

11.3 No additional freight or any other charges, etc, would be payable.

12. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Admn. Divn. that the services provided during the month are satisfactory.

13. LIQUIDATED DAMAGES

Ministry reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by Ministry from Security Deposit or pending bill or by raising a separate claim.

14. DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by Ministry in writing.

- i) Not properly carrying out the jobs as defined for 'daily' - 1% (each exception)
- ii) Not properly carrying out the job as defined for 'weekly' - 2% (each exception) 'fortnightly' or 'monthly'

However, if the exceptions become general practice, action will be initiated as per clause 11 above.

15. PERFORMANCE GUARANTEE

15.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (10) percent of the total awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

15.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

15.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-4) which should be valid for the period of contract from the date of issue or Demand Draft in favour of DDO, MoES, New Delhi.

16. CONCILIATION/ ARBITRATION

All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. There will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such Government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the

parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Delhi.

17. FORCE MAJEURE

17.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

17.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely Ministry of Earth Sciences and the Contractor.

17.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, Ministry shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

17.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

18. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

19. No alternative offer shall be considered.

20. Ministry reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without assigning any reason.

21. Any clarification on the documents may be obtained from:-

Section Officer(G)
Block-12, Ground Floor, Mahasagar Bhawan,
CGO Complex, Lodi Road, New Delhi-3.
Tel:-24306891

TERMS & CONDITIONS

1. All services shall be performed by persons qualified and skilled in performing such services.
2. The persons supplied by the Agency should verify and submit if any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Ministry. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
3. The service provider should have five years experience of providing secretarial manpower to various Government Departments, public sector undertaking and Government autonomous organizations. Performance certificates issued by their clients should be attached.
4. The turnover of the firm/agency last three years should not have less than Rs.1.0 Crore (rupees one crore) each year.
5. The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately.
6. The service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
7. The Ministry may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
8. The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
9. Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.

10. The service provider shall not assign, transfer, pledge or sub contract the performance or services without the prior written consent of this office.
11. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all are of confidential/secret nature that can attract legal action.
12. That the persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of the Ministry.
13. The service provider's person shall not claim from Ministry of Earth Sciences any benefit /compensation/absorption/regularization of services with office under the provision of Industrial Disputes Act, 1947 of Contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.
14. The firm/agency should be registered/trade licence to authorize for deployment of manpower services for house keeping work.
15. The person deployed shall not claim any Master & Servant relationship against this office.
16. The service provider shall ensure proper conduct of his person in office premises, and enforce prohibition of consumption alcoholic drinks, paan, smoking, loitering without work.
17. The service provider shall engage the necessary person as required by our office from time to time. The said person engaged by the service provider shall be employee of the service provider and it shall be the duty of the service provider to pay their salary every month in time by the contractor. There is no Master & Servant relationship between the employees of the service provider and the Purchaser (office) further that the said person (s) of the service provider shall not claim any benefit. The contractor should not stop the payment of salary on account of delays not attributed to the engaged.
18. There shall be an automatic increase in the minimum wages of the personnel provided by the service provider consequent upon any increase on such account affected by any Govt. orders. However, service charge finalized through Tender shall remain fixed throughout the currency of the contract.
19. The transportation, food, medical and other statutory requirement under the various Acts/ Govt. Regulations in respect of each personnel of the service provider will be the responsibility of the service provider. This shall include payment of PF, EST, Service Tax etc. However, payments in respect of PF, ESI etc. or any such other statutory requirements to the successful contractor shall be made subject to furnishing of proof of such payments to the concerned authorities indicating the PF No.. ESI No. etc of the outsourced persons every month without fail and before submitting bills for the

subsequent months. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.

20. The period of contract will initially be for a period of one year from the date of award of contract subject to review of performance every three months and will be extendable at the discretion of the Ministry after expiry of contract
21. Working hours will be of 8 ½ hours between 8.00 a.m. and 4.30 p.m. including half an hour lunch break normally from 1.30 p.m. to 2.00 p.m. Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized.
22. The personnel may be called on beyond office hours, if required. They will be paid extra as per the rates approved by the office based on per hour rate calculated by dividing per month rate by 160 (20 working days x8).
23. The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made on prorata basis whatever the amount comes to after necessary deduction in terms of non-permissible absent of the manpower.
24. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the office.
25. The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
26. If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence either officially or telephonically clearly indicating the number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceeds 5 days or even earlier, if situation so warrants, which shall be conveyed to them by the Concerned Administration failure to do so shall invite a penalty fee of Rs. 5000/- per day.
27. Payments to the service provider would be strictly on certification by the officer in charge(Genl) that the services were satisfactory and attendance as per the bill preferred by the service provider.
28. The service provider shall be contactable at all times and message sent by E-mail/Fax/Special Messenger/Phone from Ministry to the service provider shall be acknowledged immediately on receipt on the same day. The contractor will ensure every day that the minimum manpower has been complied with.
29. The agency should be registered with NCT, Delhi, and a copy of the registration certificate may be submitted.

30. The Agency should submit PAN and Service Tax Registration Number in their firm's name.
31. The firm/agency should have Provident Account No. / ESI No. in their name.
32. The participated firms/agencies must have labour License of the same field.
33. An Earnest Money deposit of Rs.1.00 lakhs (rupees one lakh only) in the form of demand draft/pay order/FDR (minimum validity of six months) drawn in favour of Drawing and Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi, may be submitted along with the technical bid, failing which their bids will not be considered valid. The EMD of unsuccessful bidders will be returned only after the finalization of the contract and the EMD of successful bidders will be kept against security deposit.
34. The successful bidder should furnish a security bond/ performance guarantee for an amount equal to ten (10) percent of the total awarded value immediately after the award of the contract which will be forfeited in case the supply of manpower is delayed beyond the initial stipulated period of one week and within one day subsequently or for frequent absence from duty/misconduct on the part of a person(s) deployed by the agency.
35. Ministry of Earth Sciences reserved the right to cancel the contract at any stage without assigning any reason.
36. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement then one month's wages etc. and any amount due to the agency from the Commission shall be forfeited.
37. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
38. The uniform in respect of each personnels of the service provider will be the responsibility of the service provider. All personnels will be in proper uniform during the working hours.
39. All disputes and differences arising out or in any way touching or concerning the contract shall be referred to the sole arbitration of any person nominated by the Secretary, MoES. It will be no objection to any such appointment that the arbitrator so appointed is a Government servant, that he had to deal with matters to which this indenture relates or that in the course of his duties as such Government servant, he has expressed views on all or any of the matters in dispute or differences. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement. Further, if any dispute is to be referred to the courts, the jurisdiction of the same shall be at Delhi.

40. Minimum Eligibility Criteria:

- I. The firm/agency should be registered with Service Tax Department.
- II. The firm/agency should have PAN No. against their name
- III. The firm/agency must have Provident Fund Account No. in their name
- IV. The firm/agency must be registered for deployment of manpower services under same field.
- V. The firm/agency must have ESI No. in their name
- VI. The firm/agency must mark serial page number of their technical documents and put their authorized signature on each page
- VII. The firm should have an office in Delhi/NCR.
- VIII. The Company/Firm should be an ISO Certified company.
- IX. It should be in this business for at least five (5) years. The turnover of the company/firm during last three financial years should be not less than Rs.1.0 crore (rupees one crore) each year.
- X. The agency should not be blacklisted by any Department/Ministry of the Government of India or any PSU or any other organization (Annexure-5 on the firm letter head with seal & authorize sig.).
- XI. Annexure -2 & 5 must be furnished.
- Xii. Copies of Work Order(s) issued by Tenderer's clients.(in support of item Para.3 above of the terms and conditions)
- Xiii. Performance certificate (attested copies) issued by the clients to the tender, (which should have minimum rating of satisfactory) for three years 2008-2009, 2009-10 and 2010-11 should be signed by client's authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.
- Xiv. The firm should also submit the authorized signatory letter duly signed & sealed alongwith the technical bid.

Annexure – I

JOB SPECIFICATIONS AND SCOPE OF WORK

A. AREA COVERAGE FOR HOUSEKEEPING SERVICES

1. Maintenance of office premises of new building of Ministry at IMD Complex, Lodi Road, New Delhi- 110003 (Basement to 5th Floor – about 65,440 sq. ft.). The detail of the same are as follows:-

Basement	11915 sq.ft.
Ground Floor-	10823 sq.ft.
First Floor -	9340 sq.ft.
Second Floor-	9340 sq.ft.
Third floor -	8649 sq.ft.
Fourth floor -	6570 sq.ft.
Fifth Floor -	6034 sq.ft.

A. Total = 62671 sq.ft.
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B. Open terrace Area

Third Floor -	678.31sq.ft.
Fourth Floor -	2090.28 sq.ft.

Total Area A+B= 65439.59 sq.ft.
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B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping moping and wiping of floors, staircase on daily basis including Saturdays or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous moping to be done at reception floor and other floors during office hours (9.00 AM to 5.30PM)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Thorough cleaning of all glass windows of building from outside & inside.
5. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows Venetian blinds, wall panellings of rooms, racks, sofas, computers,

telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.

6. Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the office building.

7. Clearing of any choking's in the drainages, manholes etc.

8. Removal of beehives and cobwebs/honey webs from the office building and its premises.

9. Cleaning and sweeping of open area including balconies and roof tops with brooms.

10. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers whose antecedents have been thoroughly verified, including character and police verification and other formalities.

11. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the Ministry officer-in-charge at regular intervals and finally at the end of each month.

12. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by Ministry.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least thrice daily (at 8.30 AM , 12.00 Noon & 3..30 PM) with phenol and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenol, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier, toilet rolls/paper rolls and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- iii) Cleaning of corridors staircases and common area with phenol in the morning and with plain water continuously.
- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.

- v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, ashtray, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenol.
- vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
- vii) Cleaning of carpets by soft brush.
- viii) To clean glass panes on doors, windows & partitions with soap/cleaning detergent.
- ix) Cleaning of choc
- x) kage in sewer and pumping lines within premises as and when required.
- xi) Cleaning gulley trap and manholes within building premises on the basis of as & when required.
- xii) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
- xiii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- xiv) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- xv) Cleaning of carpets in rooms by vacuum cleaners.
- xvi) Cleaning of lift walls with silver/brass liquid cleaner.
- xvii) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.

D. JOBS TO BE CARRIED OUT WEEKLY

- i) Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper/scrubbing machine to be used at least once in a week.
- ii) Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- iii) Cleaning of brass letters by brasso (polish).

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/ vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) Lift lobby and all toilets floors and other areas, as may be directed by Officer Incharge, shall be cleaned with floor scrubbing machine.
- vii) Drycleaning of vertical blinds, curtains & towels.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

- i) All floors in common area floors including staircases shall be cleaned thoroughly with floor scrubbing machine with soap and water to remove all stains etc. After cleaning the floors with soap and water the floors shall be properly wax polished.
- ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

The bidder shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The bidder shall ensure that all the workforce deployed wear uniform while on duty.

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related items as listed in Appendix-I is to be provided by the Agency has to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by office in-charge of Ministry.

I. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, mechanized screening / segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by MCD.

ANNEXURE-2

HOUSEKEEPING SERVICES – TECHNO-COMMERCIAL BID

1. THE FIRM

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

e) i) Name & Design. _____

f) ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

2. Type of Firm: Proprietor/Partnership/Private Ltd./Public Ltd./ Cooperative/
PSU

(Please tick and enclose copy of Memorandum/ Articles of
Association/ Certificate of Incorporation)

_____ enclosed.
(Pl. specify)

3. PAN/GIR No. : _____
(Please enclose photocopy)

4. TIN No. : _____
(Please enclose photocopy)

5. Service Tax Regn.No. on same field: _____
(Please enclose photocopy)

6. EPF Registration No. : _____
(Please enclose photocopy)

7. ESI Registration No. : _____
(Please enclose photocopy)

8. Trade licence/Labour licence No.: _____
(Please enclose photocopy)

9. Registration of Company under company act for same field.:_____ (Please enclose photocopy)

10. Annual Turnover for the last 3 years :
(Should be more than Rs. 1.00 crore each year)

2008-09 _____

2009-10 _____

2010-11 _____

(Please enclose copies of ITR/audited balance sheet and P&L A/c /etc.)_____ enclosed Pl. specify). Copy of ITCC is mandatory & same may also be enclosed.

11. Experience of similar work in the field during the last three years
((i) Rs.30 lakh/p.a. in a single order; or (ii) Rs.20.00 lakh/p.a. each in two orders ; or (iii) Rs. 15.00/p.a. each in three orders)

- a. Please submit copies of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____ enclosed (pl. specify)

12. Infrastructure Details

i) Workforce (No.) _____ (not less than 50)
(Please enclose the list giving employee-wise name, PF No., ESI No.)

ii) Industrial, Mechanical scrubbing machine- _____ (atleast 4 No)

iii) Vacuum Cleaner _____ (atleast 08 No.)

iii) Floor Scrubbers (Electrically operated) _____ (atleast 04 No.)

iv) Hand Trolley _____ (atleast 10 No)

13. Earnest money details : DD No. _____ dated _____
Amount Rs.1.00 lakh
Drawn On _____

Signatures of authorized signatory
Name _____
Designation _____
Seal: _____

ANNEXURE-3

HOUSEKEEPING SERVICES – FINANCIAL BID

Sl. No	Details of Scope of Work	Amount/Rs. Per month per Sq.ft. (inclusive of material + equipments)
1	Carrying out the housekeeping work as given in Annexure I	Rs. _____
2.	Taxes /VAT	Rs. _____
Total		Rs. _____
In word (Rupees _____)		_____)

Signatures of authorized person

Name _____

Designation _____

Seal

I/We _____ on behalf of M/s. _____ hereby undertake to carry out entire housekeeping work as specified in this tender on above mentioned rates. These rates are inclusive of all applicable charges with Service Tax/VAT extra as applicable from time to time and including consumables and machines respectively. For this work we will provide requisite manpower to complete the work as per terms & conditions. The Charges for collection, segregation and disposal of garbage, delivery after washing/drycleaning of linens are included in above mentioned rates.

ANNEXURE-4

Proforma towards Performance Security

Ref. No. _____ Bank Guarantee No _____

Dated _____

To

Dear Sirs,

1 In consideration of (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and having agreed that the Contractor shall furnish to a performance guarantee for Indian Rupees..... for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs. (in figures) _____ [Indian Rupees/- (in words) _____] **(equivalent to one month's charges quoted in Annex.3)** without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that REC may have in relation to the Contractor's liabilities.

4. The Bank further agrees that shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of or any indulgence by to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of under or by virtue of this

contract have been fully paid and its claim satisfied or discharged or tilldischarges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./ (in figures) [Indian Rupees/- (in words)] and our guarantee shall remain in force until, 2012 and atleast 12 months after the date of issue of this Performance Security. In case of any extension of the contract, the Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this day of 20 at

WITNESS NO. 1

(Signature)
Full name and official
Address (in legible letters)

(Signature)
Full name, designation
and Address (in legible
Letters)
with Bank stamp

Attorney as per Power of

Attorney No.....

Dated

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

DECLARATION

Declaration Letter on Official Letter head stating the following;

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of Services as required under this tender.
- (ii) We are not black-listed by any Central/ State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized Person)

Name:

Designation:

Seal:

Date;

Place:

Business Address:

Tender Document for Housekeeping Services at MoES

Document Control sheet

Tender Document No	MoES/26/01/2011-Genl.
Name of Office	Ministry of Earth Sciences,
Date of issue of NIT	01.11.2011
Date & Time up to which tender document shall be available	25.11.2011 (12:00 PM)
Last date & Time of receipt of bids	25.11.2011(2:00 PM)
Date & Time of opening of Technical bids	25.11.2011 (2:30 PM)
Date & Time of opening of financial bids	To be intimated later
Place of opening of bids	Conference Hall, MoES
Address for communication	Section officer(Genl) Ministry of Earth Sciences, Block-12,C.G.O.Complex,Lodhi Road