

MoES/25/01/2011-Genl.
Government of India
Ministry of Earth Sciences
Prithvi Bhawan, Lodhi Road, New Delhi-110003.
Dated: 14/07/2014

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 Technical 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 two years further 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 '**Technical Bid**' giving details in the format as per Annexure-2 and the second sealed envelope super scribed 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 (GA)
Room No.1, Ground Floor, Prithvi Bhawan,
Lodi Road,
NEW DELHI-110003.

3. The service providers shall provide the required number of manpower within a period of one week from the date of awarding of the contract and failure to comply with the same or found deficient in service shall invite penalty or forfeiture of the security deposit Whatever the Ministry will decide in public interest and the decision of the Ministry will be binding on the service provider. (and legal proceeding for the omission/ deficiencies in service).
4. Tender form may be purchased directly from Section Officer (Genl), Ministry of Earth Sciences," Prithvi Bhawan", Lodhi Road, New Delhi-110003 on paying of Rs.500/- latest before 05/08/2014 by 12.00 hrs or it may also be generated from the Ministry's website (www.moes.gov.in). The company/firm downloading the form from the Ministry's website, must submit a draft of Rs.500/- along with the technical bids against price of the tender form. In case of non-submission of tender fee, the firm will not be considered for technical evaluation.
5. The financial bids of the bidders, who have been found technically qualified, will be opened at a later date and the same will be intimated separately before opening.

Section Officer (Genl),
Ph. No. 24669596

Special Conditions of the Contract

1. Ministry of Earth Sciences, Government of India, invites ‘**Sealed Bids**’ for housekeeping services from registered reputed agencies fulfilling the criteria laid down in Technical 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 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.

3. Minimum Eligibility Conditions

- 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 for Delhi
- 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 firm should have experience in providing such services during the last 3 years as given below:-
 - i) Rs.28 lakh per annum in a single order; or
 - ii) Rs.18 lakh per annum each in two orders; or
 - iii) Rs.14 lakh per annum each in 3 orders.
- 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.15 lakh (Rupees Fifteen Lakh) 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) should be attached.
- XIII. Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of satisfactory) for three years 2011-2012, 2012-13 and 2013-14 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 along with the technical bid.
- XV. The firm should have infrastructure as required in Para12 of Annex 2.

4. **Terms of Payment**

Payment will be released on monthly basis within a period of 30 days after receipt of bill and certification by Admn. Divn. that the services provided during the month are satisfactory.

5. **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% of total monthly wage amount for each exception
- ii) Not properly carrying out the job as defined for 'weekly', 'fortnightly' & 'monthly' - 2% of total monthly wage amount for each exception

However, if the exceptions become general practice, action will be initiated by this Ministry to terminate the Contract.

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

Section Officer (GA)
Room No.1, Ground Floor, Prithvi Bhawan,
Lodi Road, New Delhi-3.
[Tel:-24669596](tel:24669596)

General Conditions of the Contract

Earnest Money Deposit

An Earnest Money Deposit (EMD) of Rs.1.00 lakh in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR)/ Banker's Cheque or Bank Guarantee from any of the commercial banks will be required to be submitted alongwith the Technical Bid. The EMD may be drawn in favour of Drawing and Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi payable at Delhi. The bid security should be valid for a period of 45 days beyond the final bid validity period. The Bids received without the EMD will not be considered as valid. The EMD of unsuccessful bidders will be returned after award of Contract and the EMD of successful bidders will be returned only after receipt of Performance Security.

Forfeiture of EMD

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.

Performance Security

To ensure due performance of the contract, Performance security is to be obtained from the successful bidder awarded the Contract. The successful bidder must furnish a Performance Security Deposit equivalent to 10% of Annual Contract within 10 days from the date of acceptance of the Bid. The Performance Security Deposit shall be in the form of Account Payee Demand Draft/Fixed Deposit Receipt (FDR) or Bank Guarantee from a Commercial Bank drawn in favour of Drawing & Disbursing Officer (DDO), Ministry of Earth Sciences, New Delhi and payable at Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. EMD shall be refunded to the successful bidder on receipt of Performance Security.

Signing of Contract

The successful bidder will be required to enter into a contract Agreement with the Ministry within **10 days** of the issue of letter for Award of Contract.

Arbitration

All disputes and differences arising out of 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.

Sub-Contract

The service provider shall not assign, transfer, pledge or sub-contract the performance of assigned services without the prior consent of this Ministry.

Force Majeure

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

Notice for Termination of Contract

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.

However, the agreement can be terminated by the Contractor by giving three month's notice in advance. If the agency fails to give three month's notice in writing for termination of the Agreement then three month's wages etc. and any amount due to the agency from this Ministry shall be forfeited.

Rates and Prices

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 is permissible.
2. All statutory duties and taxes (including Service Tax/VAT) and other applicable

taxes may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

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.

Acceptance or Rejection of Bids

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.

Conditional Contract

Conditional Tender will not be accepted and will be rejected outright.

Ministry's Rights

The Ministry reserves the right to choose, accept or reject any or all requests/offer, in full or part at any stage, reduce or increase the quantity/rate of items without assigning any reasons therefore.

Bid Submission Procedure

The bids are to be sent in two parts - one sealed envelope super-scribed as '**Technical Bid**' giving details in the format as per Annexure-2 and the second sealed envelope super scribed as '**Financial Bid**' in the format at Annexure-3.

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Section Officer (GA)
Room No.1, Ground Floor, Prithvi Bhawan,
Lodi Road,
NEW DELHI-110003.

Last Date & Time for Submission of Bids

The sealed bids will be received by undersigned up to **2.00 PM on 5th August, 2014**. Any bid received after the prescribed deadline shall not be considered. The Technical 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 criteria will be notified separately.

Selection Criteria

The Technical Bids of the firms will be opened first and these will be examined with reference to the Minimum Eligibility Conditions. The financial Bids of only those Tenderers will be opened who qualifies the Technical Bid Criteria. Before opening of Financial Bids, the technically qualified Tenderers will be informed of the date & time for opening of their Financial Bids. The Bidder who qualifies the Minimum Eligibility Criteria and quotes lowest rate shall be awarded the Tender. In case more than one Tenderer quotes the lowest rates the Tender will be awarded to the firm which has more experience in the relevant field and have required infrastructure. The decision of the Tender Committee shall be final in this regard.

Bid Validity

The bids will remain valid for a period of 120 days from the date of opening of the bids and it can be further extended, if required.

Other Terms & Conditions of the Contract

- (i) The service provider shall engage the suitable person as required by this Ministry 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. The contractor should not stop the payment of salary on account of delays in payment to the Contractor from this Ministry.
- (ii) 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, ESI, Service Tax etc. The bills should be for reimbursement of the actual amount to the service rendered by the contractor.
- (iii) Working hours for housekeeping will be of 8 ½ hours between 8.00 a.m. and 4.30 p.m. including half an hour lunch break normally from 1.00 p.m. to 1.30 p.m. Actual amount per hour would be calculated for the personnel deployed on duty for any extra duty based on rates finalized which will be payable to the concerned personnel by the service provider.
- (iv) The service provider will submit the bill in triplicate in the 1st week of following month for payment. The payment will be made after necessary deduction in terms of non-permissible absent of the manpower.
- (v) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this Ministry.
- (vi) 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.
- (vii) If for any reason the personnel deployed by the service provider proceeds on leave, he/she should properly intimate the Controlling Officer and the Concerned Administration before such absence or in case Medical emergency on the first day of taking such leave 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 of Rs. 5000/- per day.
- (viii) Payments to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory and attendance as per the records.
- (ix) 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 provided.
- (x) 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 dues.

Important

The firm which is awarded this Tender shall be required to pay at least the Minimum Wages (as per Minimum Wages prescribed by the Government of NCT of Delhi) to the personnel deployed in this Ministry. No deductions, whatsoever, shall be made from the wages to be paid to these persons. Further, PF and ESI facilities are to be provided to these persons as per Government Rules & Instructions.

Other Terms & Conditions where manpower is required to be deployed by Contractor

1. 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 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 shall be submitted by the service provider to the Ministry.
2. The service provider will also ensure that the personnel deployed are medically fit and shall 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 reason immediately on receipt of such a request.
3. 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 with in the premises of this Ministry and in case of loss of cards the persons concerned will immediately report to their service providers as well as in charge of General Section of this Ministry.
4. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work.
5. 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 directions.
6. The service provider shall replace immediately any of its personnel, if they are unacceptable to this Ministry because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct, upon receiving written notice from this Ministry.
7. This Ministry 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.
8. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters as all are of confidential/secret nature that can attract legal action.
9. The persons deployed should not be below the age of 18 years or should not be more than 50 years of age and they shall not interfere with the duties of the employees of the Ministry.
10. The service provider's persons shall not claim from this Ministry any benefit/compensation/ absorption/regularization of services with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. An undertaking from the persons deployed by the Contractor will be required to be submitted to this Ministry.

11. The firm/agency should be registered under NCT of Delhi for deployment of manpower services.
12. The persons deployed shall not claim any Master & Servant relationship with this Ministry.
13. The service provider shall ensure proper conduct of his person in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

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 2,05,543.22 sq. ft.). The detail of the same are as follows:-

Basement	39079.35 sq.ft	
Ground Floor	35497.77 sq.ft	
First Floor	30633.93 sq.ft	
Second Floor	30633.93 sq.ft	
Third Floor	28364.11 sq.ft	
Fourth Floor	21546.14 sq.ft	(Due to less occupancy, the vacant rooms to be
Fifth Floor	19787.96 sq.ft	cleaned once in 2 days)

A. Total= 205543.22 sq.ft

B. Open terrace Area

Third Floor -	678.31 sq.ft.
Fourth Floor -	2090.28 sq.ft.
Roof top -	19787.96 sq.ft.

B. 22556.55

C. Open Area Peripheral Zone:- 25824.00 sq.ft.

Excluding Green Strips

Total Area A+B+C = 253923.77 sq.ft.

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 8.00 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 4.30PM)
- 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 systems 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 placed 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) Clearing blockage 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.

D. JOBS TO BE CARRIED OUT WEEKLY

- i) Cleaning of sanitary ware with appropriate chemicals 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 moppper/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 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.

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.

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/NDMC.

HOUSEKEEPING SERVICES – TECHNICAL BID

1. THE FIRM

- a) Name _____
- b) Regd. Address _____
- c) Address of Office at Delhi/NCR _____
- d) Contact Person's
- e) i) Name & Design. _____
- 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 license/Labour license 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 15 lakh or more each year)

2011-12 _____

2012-13 _____

2013-14 _____

(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.28 lakh/p.a. in a single order; or (ii) Rs.18 lakh/p.a. each in two orders ; or (iii) Rs. 14/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 30)

(Please enclose the list giving employee-wise name, PF No., ESI No.

ii) Industrial, Mechanical scrubbing machine- _____ (atleast 02 No.)

iii) Vacuum Cleaner _____ (atleast 04 No.)

iv) Floor Scrubbers (Electrically operated) _____ (atleast 02 No.)

v) Hand Trolley _____ (atleast 04 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

S.No	Scope of work	Total Area (Sq.Ft.)	Rate per Sq.Ft. per month	Total amount for one month
1.	Sweeping, washing, scrubbing, swabbing etc. in covered area including cleaning of latrines, bathrooms, urinal,s mirrors, tables and other articles containing therein. *	166463.87		Rs.
2.	Only sweeping in covered area	39079.35		Rs.
3.	Only sweeping in open area like cubicles, peripheral zone.	48380.55		Rs.
4.	Provision for Housekeeping material as list at Annex 6			
5.	Cost for providing specialized men and equipments for cleaning outside windows/walls/glass			
6.	Service Tax			
7.	VAT (if any)			
	Grand Total			

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 extra as applicable from time to time and including consumables. For this work we will provide requisite manpower including material & machines to complete the work as per terms & conditions. The Charges for collection, segregation and disposal of garbage are included in above mentioned rates.

Signature of the Tenderer

With Seal of the Firm

- *Note:-**
1. The contractor shall depute at least 21(Twenty One) persons(**including one Supervisor**) daily for cleaning work and there workers shall be paid at least minimum wages as per Govt. of Delhi's rates.
 2. The material and machines to be used for cleaning/washing etc. shall be provided by the contractor and no extra charges shall be paid for cleaning of building and other items. The material to be used for cleaning and washing etc shall be of good quality and branded (**As per Annx.-6.**)
 3. No extra amount shall be paid for cleaning wall glasses and removal of cobwebs and dirt etc from the walls of the buildings.
 4. Please enclose wages calculation sheet separately.
 5. The firm may visit the building of this Ministry before submitting their Bids to know the quantum of work involved.

Performa 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 till.....discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution ofor 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 authorized 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)

Annexure 5

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)

With Name, Date & Designation and Seal

Sl.No	Work	Name of the Brand
1.	Cleaning agents of standard company for WC's, urinal	Phenyle Gainda,
	pots etc.	Harpic,
		Trishul etc.
2.	Detergents of Standard company for cleaning, wash	Surf, Ariel etc.
	basin, sinks, refrigerator, linens and other items	
3.	Liquid Soap of Standard company for scrubbing of	Dettol ,Lifebuoy,
	floors & wall	Homocol etc.
4.	Anti- bacterial disinfectants of standard company for	Cleanizo Lizol, etc.
	cleaning toilets, bathroom, kitchen and pantries	
5.	Glass cleaning liquid of standard company	Colin
6.	Deodorizer of a standard company	Odonil
7.	Air fresheners/Aerosols (eco friendly) of standard company	Premium, Fresco
8.	Urinal Cubes (Standard Company)	Odonil

