

No. D-11016/1/2012 -Genl.  
Government of India  
Ministry of Minority Affairs,  
(General Section)

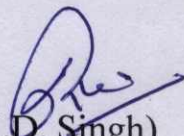
11<sup>th</sup> Floor, Paryavaran Bhavan,  
C.G.O Complex, Lodhi Road, New Delhi-3

Dated: 15<sup>th</sup> June, 2012

**NOTICE**

The Ministry of Minority Affairs invites sealed quotations for hiring manpower for doing housekeeping job including cleaning of the office areas, other common areas including toilets at 11<sup>th</sup> Floor, Paryavaran Bhavan, C.G.O Complex, Lodhi Road, New Delhi. The office area measuring 15,580 Sq. Ft (approx.) is spread into four wings. The Ministry intends to enter into a contract for engaging sweepers from 8.00 A.M to 6.00 P.M on all working days for a period of one year.

2. The other terms & conditions, specifications and list of items to be supplied are given in Appendix to this quotation. Sealed quotations may be submitted in two parts one as Technical Bid (Annexure-A) and another as Financial Bid(Annexure-B) duly filled in the specified pro forma and addressed to Under Secretary (Admn.), Ministry of Minority Affairs, Govt. of India. The Technical bids must reach to the undersigned latest by **1500 hrs on 29.06.2012** in any case which will be opened on the same day by the Committee authorized by the Ministry on 29.06.2012 at 1600 hrs and in the presence of such tenderers who may wish to be present. The Financial Bids of only those tenderers whose Technical Bids have been accepted by the Ministry, will be opened on **1<sup>st</sup> July, 2012 at 1500 hrs** by the Committee authorized by the Ministry and in the presence of those tenderers who wish to be present. The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.

  
(K.D. Singh)

Under Secretary to the Government of India  
Tel. No.24364277

✓ Copy to NIC for uploading the same in the Website of the Ministry.  
Encl: As above.

**MINISTRY OF MINORITY AFFAIRS**

**11<sup>th</sup> floor, Paryavarn Bhavan, CGO Complex, Lodhi Road, New Delhi-110003**

**(Tender No. D-11016/1/2012-Genl.)**

**Sub: - Award of Annual contract for cleaning and other housekeeping job.**

**A. Terms and conditions for providing manpower for cleaning and housekeeping works in the Ministry of Minority Affairs:-**

**1. Instructions for general cleaning :-**

- i) Daily brooming, mopping of Public area + staircases + Cabins including corners and under furniture/planters area super/floor area including staircases of floors.
- ii) Daily cleaning of washbasins (with disinfectant) and keeping them dry. Washing of all urinals/toilets and WCs in reasonable manner.
- iii) Dusting of furniture fittings, all equipment and planters. Scrubbing of all skirting to remove stains of floor duster removal of garbage/packing material from all the dustbins/ashtrays and sanitary bins. Removal of cobwebs.
- iv) Cleaning of doorframes and glass portions with Colin cleaning of generator room and other service areas.
- iv) Polishing of floors, staircases once a month and as and when required.
- v) Vacuuming and shampooing of carpeted floor area on requirement basis but not less than at least once a month for the purpose of shampooing.
- vi) Dusting/cleaning of wall panels' articles in common areas, staircase railings and other specified areas.
- vii) Replenishment of toilet supplies such as toilet rolls, Urinal cubes, Naphthalene balls etc.
- ix) Cleaning of granite wall cladding and glazed windows/roof etc on weekly basis.
- x) Cleaning/washing of dustbins and buckets with detergent once a week.
- xii) Scrubbing of floors with machine once a week on Saturday/Sunday.
- xiii) Brass polishing of brass-plates etc, once a week.
- xiv) Scrubbing of dustbins buckets, Ashtrays and sanitary bins with detergent.
- xv) Washing of floor with chemicals once a week.

**2. Toiletries Material:-**

All Good quality material of reputed brands as follows to be used for cleaning:

Urinal Cubs, Upholstery Brush, Toilet rolls, Toilet disinfectants, Naphthalene Balls, Toilet cleaners, Toilet Brush, Sticks, cleansers, polishing wax, scrubbers, Rubber squeezers Room Fresheners, Plastic Dust pans, Phenyl/Cleanzo Odonil Floor Mop toilet soap, Glass cleaners, Floor Cleaners, Floor cleaning Liquid detergents partitions, Carpet Brush, Brooms Dusters, Brasso/Silvo Polish, All other material required for House Keeping.

**3. Machine and equipment to be used for housekeeping job:-**

- i) Vacuum Cleaner.
- ii) High Range wiper (to clear the high and glass portion and exterior)
- iii) All necessary infrastructure viz manpower and machinery for cleaning/washing will be provided by the firm concerned.
- iv) The cleaning job will have to be undertaken at HQ premises on daily basis from Monday to Saturday from 08.00 A.M to 6.00 P.M. The contract period will be for a period of one year with effect from 10.07.2012 to 09.07.2013.

- v) The Ministry reserve the right to terminate the contract without giving any notice in the every of unsatisfactory service by the firm. At the same time the Ministry also have the right to extend the contract beyond one year stipulated above on approved terms and conditions, with prior information to the firm.

**B. Special terms and conditions:-**

1. The firm shall employ on each working day i.e. Monday to Saturday 8 men on daily basis which is minimum requirement for fulfilling the obligations. The firm shall be solely responsible for the employees' safety, security, proper behavior and conduct. It shall also be responsible for timely payment of statutory dues to its employees viz minimum wages, PF, Bonus, compensation and terminal benefits as may be payable or become payable under any law. The firm shall also furnish to Ministry a monthly certificate declaring compliance of all statutory requirements.
2. The firm should provide scrubbing machine at site on need basis.
3. The firm shall provide all names and addresses of the persons engaged by it and certify the character antecedents of the individual employed by them for the work. The Ministry will issue them suitable identity cards, which shall be produced on demand by any of concerned officers. The firm and its employees will be subject to normal regulations relating to security of the premises from time to time.
4. The employees shall maintain good behavior and discipline at all time. In the event of commission of any misconduct by any employee SO (Genl.) may call upon the firm not to allow such employee on the premises and in that event the firm shall forthwith arrange to dis-engage such persons from deployment.
5. It is clarified that persons engaged by the firm to discharge its obligations under the contract shall be firm/Company employees for all purposes and the Ministry shall not be held liable in any manner in respect of these persons. The firm shall be responsible for implementation of the provisions of all statutory requirements in license under the contract labour (regulation) Act 1970 or any other law in force and shall comply with all requirements under these acts and the Rules framed there under.
6. The firm shall apply for and obtain all permissions/consents as may be required under any law/rules and regulations for the time being in force and applicable to the firm for carrying out its obligations under the contract.
7. The Ministry reserves the right to terminate the contract with immediate effect without any notice if in its opinion, the firm has failed to discharge any of its obligations stipulated. Further, during the period of suspension of operation due to reasons of strike, lock-out, natural calamities and /or other unforeseen circumstances, the Ministry may have to terminate the contract unilaterally and or amend, abridge, modify the terms thereof during such period.
8. Upon termination of contract for any reasons what so ever, the firm shall remove its men forthwith from the Ministry premises, failing which the firm shall be held responsible for any damage loss etc for the same.
9. **The firm shall grant minimum, wages to their employees as revised by Govt. of NCT of Delhi from time to time. The present rates of contract shall continue for the minimum period of one year.**

10. Payment will be made on monthly basis after satisfactory service is rendered for a month and bills are presented.
11. Income tax and sales tax will be deducted at source as per statutory orders.
12. The firm employees working in Ministry will wear proper uniform. Firm employee found without uniform will not be allowed to work in office. An amount of Rs.150/- (Rupees one hundred fifty only) will be deducted for it per day for such an employee who is not wearing proper uniform. It is also applicable if firm has sent less number of housekeepers as specified in terms and conditions at S No 1 in which case proportionate deduction shall be made for the number of employees not reporting for duty.
13. Under no conditions the contractor shall appoint any sub. Contractor. If this is done the contract shall be terminated without any notice.
14. The standard of sanitation shall always be to the satisfaction of the authorized representative of the Ministry whose decision in this regard shall be final and binding to the contractor. In case of fault, the ministry may get the improvement done at the cost of the agency.
15. For successful implementation of the contract the staff shall be under direct control of the authorized representative of the Administration of the Ministry who may deploy them as deemed fit by him.
16. Weekly operations are to be carried out on Saturdays and Sundays.
17. Notwithstanding any provision or any of the standard clauses of the agreement department shall be at liberty to terminate the agreement by giving one week notice if the performance of the contractor is found unsatisfactory and nothing shall be payable as compensation on account of such termination. The decision of the authorized representative of Administration of the Ministry will be final and binding to the contractor.
18. No Advance payment is to be made for the job.
19. The firm has to deposit performance security of Rs.25,000/- in shape of FDR in favour of DDO, M/o. Minority Affairs. The validity period of FDR should be sixty days beyond the date of completion of contract, irrespective of its registration status.
20. If the firm is agreeable to comply with the above requirement he may submit tenders in two parts one as technical bid and another as financial bid duly filled in the specified pro forma as given in Appendix as Annexure 'A' and 'B' respectively.

  
(K.D. Singh)

Under Secretary to the Government of India

**Ministry of Minority Affairs (Govt. of India)**

**Technical bid:**

1. Name, Address and PAN of the concern:
2. Name & Telephone number of the authorised person to be contacted:
3. Turnover for the last three years.(Copies of I.T. Returns, P&L A/c and Balance Sheet to be enclosed)

Financial Year	Turnover (in Rs.)
2011-12	
2010-11	
2009-10	

4. Whether the service provider is in the field of Sanitation/Housekeeping services for last 3 years?  
If yes, the names of clients.  
(Please enclose proof)

Sl. N	Year	Name of the client with the address and contact Number	No. of Housemen / Supervisor provided	Contract value (In Rs.)
1	2	3	4	5

5. Certificates of satisfactory completion of above mentioned work may be submitted.  
If it is noticed that the work carried out was not found satisfactory by any client, the tenders of such tenderers will be treated as invalid.
6. State whether the vendor is firm or company.  
If it is a firm, specify the name of partners and if it is a company specify the names of Directors.
7. Details of infrastructure facilities in Delhi, e.g. offices, No. Of employees etc.
8. Registration Number given by Labour Commissioner  
Copy of license issued by Labour Commissioner to be enclosed.
9. Please specify in detail the arrangements that will be made to provide efficient service.

I certify that all the terms and conditions of the tender documents are acceptable in to us.

**Signature of the Authorised  
Person of the concern**

**Place:**

**Date:**

**Name and designation of the  
Authorised Person of the concern**

**List of enclosures.**

**Ministry of Minority Affairs (Govt. of India)**

**Financial bid :**

1. Name, Address & Contact No. of the concern
2. Amount quoted for Sanitation/Housekeeping services per month, (i.e. Monthly charges)
  - (a) With cleaning material
  - (b) Without cleaning material

I certify that all the terms and conditions of the tender document are acceptable to us.

**Signature of the authorised  
Person of the concern**

**Name and designation of the  
Authorised Person of the concern**

**Place:**

**Date:**