

# TENDER

F. A-22014/16/2012-Admn.E.N

Dated: 14 July 2015

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## **Notice inviting tenders for Cleaning & Maintenance of the Office of Employment News.**

The Office of Employment News invites quotations in two-bid systems (Technical & Financial) engagement of OKBs (Office Keeping Boys) in the premises of Employment News at present at R.K. Puram. The Scope of work and General instructions for submitting quotations are given below. Before submitting the tenders, the firms are requested to go through the terms and conditions.

**The authorized signatory of the firm should sign all pages of the tender documents as a token of their acceptance.**

1. The tenders are floated for providing OKBs for Cleaning & Maintenance of the office premises of Employment News situated at East Block-4, Level-5, R.K. Puram New Delhi/7<sup>th</sup> Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi.

2. **Period:** The contract will be initially for one year from the date of signing of the contract and will start utilizing the services of OKBs from the day of signing. On satisfactory performance the contract period may be extended for another year on the same terms and conditions. However if the performance is found not satisfactory the contract may be curtailed / terminated at any time during the currency of the contract owing to cessation of requirement or deficiency in service or substandard quality of manpower deployed by the service provider. Employment News reserves the right to terminate the contract at any time.

### **3. Eligibility Criteria & Qualification of the service provider**

- a. The agency must have been registered under the Contractor Labour (Regulation and Abolition) Act, 1970 and have a valid labour License for outsourcing personnel.
- b. The agency must pay salary to its employees as per the payment of Minimum Wages Act. Copy of acquaintance of previous month duly signed by the persons at the disposal of Employment News should be attached along with the bills for claiming payment monthly.
- c. Yearly 2 times uniform to be selected by Office of Employment News.
- d. Must have experience in providing such services earlier. The list of clients for whom the agency is providing similar services may be provided for records and future reference.
- e. Firms blacklisted by Govt./Autonomous Body/PSU/Corporate organization are not eligible to bid. If any stage of bidding process or during the currency of contract, such information comes to knowledge of Office of Employment News shall have right to reject the bid and forfeit the EMD or terminate the contract as the case may be without any compensation to the bidder. An affidavit duly signed by Notary Public may be enclosed.
- f. The agency should have done gross business of Rs. 7 lakhs for the last three years. Which should be supported by CA certificate.

4. The tenders should accompany with a copy each (duly attested by a Notary Public) of the following:
  - (a) Certificate of Registration;
  - (b) Copy of PAN/GIR Card
  - (c) Registration of ESI;
  - (d) Registration of EPF;
  - (e) Registration of Service Tax with TAN No.
  - (f) Company Profile and list of clients.
  - (g) Experience certificate along with IT return filed for the last three years (2011-12, 2012-13, 2013-14)
  - (h) Certificate from the bidder that all the terms and conditions are acceptable to it.
5. Tender documents Fees :
  - (i) Rs. 1000/- on cash payment with Accounts Officer in Employment News.
  - (ii) Rs. 1000/- DD payable in favour of Director, Employment News in case of tender documents is downloaded from the website of Employment News.
6. The tender complete in all respect should be in a sealed cover and addressed to the Dy. Director, Employment News, East Block-4, Level-5, R.K. Puram New Delhi-110066 should reach by **04 August 2015 at 3.00 PM**
7. The Technical Bids will be opened on **04 August 2015 at 3.30 PM** at the office premises of the Office of Employment News, in presence of the representatives of the agencies. The rates should be quoted only as per format given in Annexure. Conditional bids, quotations without the documents specified in Para-4 above shall not be considered and will summarily be rejected. No overwriting/cutting is permitted and in such cases the quotations will be rejected. Quotations received after the due date and time due to any reason what so ever including postal delays shall not be considered. The tender cover must be superscripted "**TENDER FOR Cleaning & Maintenance**".
8. **EMD:** An Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only), in the form of an account payee Draft of any Bank in favour of General Manager & Chief Editor Employment News, Govt. of India, payable at New Delhi," must accompany each tender bid. Bids without the Draft for EMD shall be summarily rejected. In case the agency is not selected, the EMD will be refunded without any interest.
9. The agency that has quoted the lowest rate on the basis of "Total charges" (including persons to be deployed for cleaning and other works) in Annexure-II will be selected; however the decision of ADG, DPD will be final. If the lowest quoted agency does not accept the order, their EMD will be forfeited. **The rates quoted should ensure that the personnel deployed for this service contract are paid as per the statutory norms including the Minimum wages, as prescribed by the Government of Delhi from time to time, and the statutory benefits like PF, ESI, Bonus etc.** as may be applicable. (A copy of the latest minimum rates of wages issued by the Delhi Government should be enclosed with the quotation). Any discounts offered or other charges that are levied should be clearly/expressively indicated.
10. Service Charge should be quoted in variably
11. The details of work to be carried out is given at Annexure-I.
12. The agency shall –
  - a. Mobilize necessary *safaiwalas*/cleaning boys, **minimum five (5) persons**, so that the office is clean before the normal official duties are started every day. Further necessary staff should be deployed during the office hours so that immediate and necessary cleaning/sweeping/mopping duties are done.

- b. Ensure that the personnel deployed should be a bonafide citizen of India and experienced, physically, mentally and medically fit regular employee of the supplying agency.
- c. The personnel posted by the supplying agency shall be on the roll of the supplying Agency and have no right for any claim of regular Govt. in any circumstances.
- d. The *safaiwala* and person to be deployed shall be well behaved and in case it is felt by the Office of Employment News that any personnel deployed is not suitable for carrying out his duties, then the personnel is to be replaced immediately by the agency;
- e. The agency shall be responsible for all risks involved, liabilities and obligations arising out of this contract under any provisions of law in force from time to time.
- f. The agency has to ensure that the persons deployed for the job are reliable and should obtain proper police verification before deployment.
- g. Ensure that the personnel deployed for this service contract are paid as per the statutory norms including the Minimum wages, as prescribed by the Government of Delhi from time to time, and the statutory benefits like PF, ESI, Bonus etc. Responsible for ensuring satisfactory execution of the job as well as compliance of all statutory requirements/benefits.
- h. The monthly wages for the month in which the persons deployed should be made in the subsequent month but not later than 7<sup>th</sup> of each month.
- i. The persons deployed in the Employment News will be on the roll of the supplying Agency and have no right for any claim of regular employment in the Employment News/Govt. service.

### 13. Payment Procedure

- a. Pre-receipted monthly bills (in triplicate) shall be submitted by the Agency for the services provided in the preceding month after making payment to the deployed staff. The bills shall be processed and paid within a reasonable time. The bills should be submitted along with the agency must pay salary to its employees as per the payment of Minimum Wages Act. Copy of acquaintance of previous month duly signed by the persons at the disposal of Employment News should be attached along with the bills for claiming payment monthly, payment challan receipt of PF account details of the personnel deployed.
- b. **TDS:** TDS at the prescribed rate from time to time would be made from the bills in accordance with the provision of Income Tax Act, 1961. Remittance challan should be attested with the bill
- c. Any other deductions mandated by the prevailing laws applicable to such contracts would also be made.
- d. No enhancement of rate on any account/reason, whatsoever shall be considered during the currency of contract.
- e. No advance payment would be made under any circumstances.

14. **SECURITY DEPOSIT:** An amount of Rs. 60,000/- (Rupees sixty thousand only) by way of FDR.

### 15. Fore-closure of the service contract in full or part:

- a) The Employment News reserves the right to reduce in part or full the scope of the contract during the period of award of contract. The payments would also be adjusted on pro-rata basis as determined by the Employment News. The revised payment would be accepted by the Agency.

- b) Office of Employment News reserves the right to terminate the contract earlier either in part or in full. In the event of such termination, Agency shall be paid for the actual work performed till the date specified in the notice.
  - c) No enhancement in rates would be considered for whatsoever reason.
16. Penalty for non-performance/under-performance: If the Agency fails to provide a competent and five personnel for satisfactory completion of the Employment News work or in case of any delay in deployment of personnel shall be deducted proportionately.
17. Settlement of Disputes & Arbitration: In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be settled amicably in the first instance. All unresolved disputes/ difference shall be referred to the sole arbitration of mutually agreed person appointed by the General Manager, Employment News, New Delhi.
18. **Supervision of the services and manpower deployed:**
- a. The Agency will also depute a senior person responsible for monitoring the quality performance and presence of the manpower deployed for the Employment News.
  - b. The person deployed must be well mannered and loyal and if any time found to be guilty of misconduct in any matter, the concerned personnel may be replaced by the agency immediately, and such personal shall not be redeployed for duty again..
  - c. The Agency should ensure that the person deployed, while on duty, is well behaved and also discipline like non-consumption of alcohol and smoking.
  - d. Any theft or misconduct by the personnel deployed, during the course of their work, shall make the service provider as well as the person concerned liable for penal action under IPC, Cr.P.C. or any other relevant provisos besides, action for breach of contract.
  - e. Agency shall be held responsible in case any of the persons engaged by them creates unwanted situation, unnecessarily shouts, raises slogans against any officer/person within the office premises or during the period of the job order. This act shall be considered as breach of the job assignment and shall be dealt with as may be deemed fit by the Office of Employment News; Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
  - f. Agency shall be solely responsible for any loss or damage to Office of Employment News's property while it is in his charge during the period of the job order/ assignment.
  - g. In case it is felt by the Office of Employment News that any person engaged by the Agency is not suitable for carrying out the job inside the Office of Employment News premises then the person is to be replaced immediately by the Agency.
19. The contract is further subject to the conditions that
- a. The work shall be carried out properly and of full satisfaction.
  - b. The Agency shall have no claim against Office of Employment News in respect of any work withdrawn from them at any point of time during the period of the contract order or reduction in scope of services.
  - c. The Agency shall ensure that no problem pertaining to their employees is passed on to Office of Employment News, fully or, partly in any manner whatsoever.
  - d. Office of Employment News shall not be responsible or pay any claim for damages/cost other than rates agreed to in the job order/assignment.

- e. The agency should not assign or sub-let the contract or any part of it to any other agency. The penalty for non-compliance shall be revoked including forfeiture of the Security Deposit.
- f. Office of Employment News reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
  - (i) Date and time of availability of Tender Document On 03.08.2015

- (ii) Date and time of receipt of tender On 04 August 2015 at 3.00 PM
- (iii) Opening of Tender Documents On 04 August 2015 at 3.30 PM

(Tintus Soreng)  
Section Officer (Admn.)

**DETAILS OF WORK COVERED UNDER Cleaning & Maintenance**

- a) Cleaning, sweeping moping and wiping of floors, staircase of different types on daily basis or as required by Officer In-charge.
- b) Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC( "Water Closet, toilet") area. Put and maintain two liquid soap dispensers each in all the washrooms.
- c) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
- d) Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
- e) Clearing of any chokages in the drainages, manholes etc.
- f) Removal of beehives and cobwebs/honey webs from the office building and its premises.
- g) Continuous moping to be done at reception floor during office hours (9.00 AM to 6.00 PM).
- h) Cleaning and sweeping of open area including balconies and roof tops with brooms.
- i) Any other work assigned by Office of Employment News from time to time relating to cleanness.
- j) Dusting and helping out in work of photocopier/faxes and other electronic gadgets includes T.V.
- k) Any other work of this nature assigned by Employment News for time to time.

**Minimum Qualification:** Class 8<sup>th</sup> with relaxation to be decided by GM, Employment News for SC/ST/OBC candidates. Employment News also reserves its right for relaxation in public interest.

**PROCEDURE FOR EXECUTION OF WORK:**

- (i) All the stains on walls as well as floor of toilets, corridors, rooms including glass panes stair cases, lift lobby passage/walkway etc. shall be removed by scrubbing with brush and by suitable acid/chemical wherever required by Officer-In-Charge.
- (ii) Brass items shall be cleaned with dry cloth before polishing of items. Approved quality cleaning material (Brasso) shall be applied and rubbed, till surface shines and the spots are removed effectively.
- (iii) First dirt shall be removed from the floor then the floor shall be cleaned with plain water. After that soap water solution of proper strength shall be spread on the floor and rubbed by Mechanical scrubbers wherever it is not possible to rub with mechanical scrubbers hand brush shall be used to clean the floor. After sufficient scrubbing the floor shall be properly washed with plain water and dried with cloth.
- (iv) All the rooms having no carpet shall also be cleaned thoroughly with soap and water.
- (v) All projections/balconies shall also be cleaned thoroughly. Also the opening of choked drains wherever required shall be taken up.

### **WORK TO BE CARRIED OUT DAILY:**

- (i) Cleaning of general toilets **at least six times daily** with phenol and detergents, etc. Maintain the toilets floors dry during office hours. Regular cleaning of windows and window sills of all toilets. Washbasins, urinals, WC are to be cleaned with suitable liquid detergent daily. Flushing systems of all toilets are to be checked at regular interval every day.
- (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 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, electrical rooms once a day during office hours.
- (v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, almirahs, cabinets, glass pans, 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) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
- (viii) Cleaning of chokage in sewer and pumping lines within premises when required.
- (ix) Cleaning gulley trap and manholes with on scope premises as and when required.
- (x) Cleaning of duct and shaft spaces, garbage, removal and putting them in dustbin kept outside the building.
- (xi) Cleaning/removal of any type of stains from the building premises and staircases.
- (xii) Cleaning sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
- (xiii) Cleaning of lift walls with silver/brass liquid cleaner.
- (xiv) Applying mosquito/rat pesticides.
- (xv) Room fresheners in all office area to be used daily in the morning and as and when required. Pesticides/Room fresheners should be of ISI Mark or of standard Make.

### **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 leatherette upholstered sofa sets and chairs with soap solution/cleaning agent of approved quality.

### **JOBS TO BE CARRIED OUT FORTNIGHTLY:**

- (i) Polishing of brass items with approved brass cleaning material.
- (ii) Dusting of false ceiling etc. with soft broom and cloth.
- (iii) Cleaning of sofa sets with soap water/vacuum cleaners.
- (iv) Lift Lobby and all toilets floors and other areas as may be directed by Officer

In-charge shall be cleaned with floor scrubbing machine.

**JOBS TO BE CARRIED OUT ON MONTHLY BASIS:**

- (i) All floors in common area floors including stair cases 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 polished with wax polish.
- (ii) Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Engineer In-charge.



**PROFORMA FOR PERSONAL PARTICULARS**

<b>S. NO.</b>	<b>Particular</b>	<b>To be filled by the Tenderer</b>
01.	Name of the Agency	
02	Details of EMD i) Amount ii) Bank Draft No. iii) Date iv) Issuing Bank	
03	Date of establishment of the agency	
04	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and Name of the contact Person.	
05	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
06	ESI Code No (copy to be enclosed)	
07	EPF Code No. (Copy to be enclosed)	
08	PAN Number (copy to be enclosed)	
09	Service Tax Number (copy to be enclosed)	
10	ISO Certificate for Manpower Service (copy to be enclosed)	
11	Work experience (copies to be enclosed) i) Government Dept./Ministries satisfactory certificate of minimum 5 clients enclosed (copy to be enclosed)  ii) Government Dept./ Ministries one Clients should be Minimum 20 persons in a single order. (copy to be enclosed)	

12	Whether the firm is blacklisted or was blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (if no, a certificate is to attach in this regard)	
13	List of other Clients	

Date:

Signature of Authorized signatory of  
the tenderer with seal of the Firm

**PROFORMA FOR FINANCIAL BID**

**FOR PROVIDING OKB TO THE EMPLOYMENT NEWS PUBLICATIONS DIVISION**

**Subject: - Quotations for award of contract for providing the services of OKB through outsourcing.**

1. Name of tendering company / Agency/Firm \_\_\_\_\_

2. Details of Earnest Deposit: DD/PO No. and date \_\_\_\_\_

Name of the Bank & Branch

3. Rates per person per month ( 8 hours excluding half hour lunch break ): \_\_\_\_\_

S.No.	Component of Rate	Amount in rupees
1.	Daily wage Rate ( Not less than minimum wages As per MWA, 1948) #	
2.	Employees Provident fund as per applicable Rates	
3.	Employees State Insurance as per applicable Rates	
4.	Service Tax Liability as per applicable rate	
5.	Service charges/ Administrative charges	
6.	Any other statutory or legal liability ( please Indicate) @	
7.	Total ( column 1 to 6 above)	

**Signature of the authorized signatory  
of the Tender with seal of the Firm/Agency**

**Place:**

**Dated:**

# Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act, 1948 as applicable in NCT of Delhi from time to time.

@ Contractor's Administration/Service Charges cannot be 'NIL' or 'Zero' In any case these charges will not be less than the TDS deductible for individual person ( daily wages)

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