

**By Speed Post**

D-31012/3/2007-GS  
**Government of India**  
**Press Information Bureau**

\*\*\*\*\*

Shastri Bhawan, New Delhi  
Dated the 03 June, 2009

**TENDER NOTICE**

Subject:- Tender for annual job contract for cleaning and sweeping of premises of Press Information Bureau from professional house-keeping agencies.

\*\*\*\*\*

Sealed quotations are invited from eligible and interested firms for a period of one year from the date of initiation of contract, for providing services of cleaning, sweeping and maintenance for premises falling under the control of the Press Information Bureau in Shastri Bhawan, New Delhi. Labour and materials required for the execution of services are to be provided by the firm. Firms shall have relevant experience of having provided similar services to other Govt. Ministries/Departments.

2. The bid/tender (Technical bid & Financial bid) should accompanied by an **Earnest Money Deposit (EMD) of Rs.40,000/- (Rupees Forty Thousand only)** in the form of a crossed Demand Draft/Pay Order drawn in favour of SO, Cash, PIB, New Delhi. The tenders received without EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions shall be summarily rejected. Press Information Bureau reserves the right to accept or reject any tender without any reasons thereof. The 'Terms & Conditions for cleaning and sweeping job' are enclosed.

3. Interested firms who are professional in house keeping work and have sufficient experience in this field should submit their sealed quotations, superscribed 'Tender for cleaning and Sweeping job' to Shri Girish Chand, Deputy Director(G), PIB in Room No.716, 'A' wing, Shastri Bhawan, New Delhi so as to reach him on or before **29.06.2009 by 3.00 PM**. There should be two sealed covers in the envelope containing quotations from each firm. One cover will contain a technical bid and giving details of previous job done with complete details about the work along with supporting documents. If a company qualifies in the technical bid then only its financial bid shall be opened. The financial bid should indicate total cost per month exclusive of service tax. The technical bid

- 2 -

will be opened on **29.06.2009 at 3.30 PM** in the Room of Deputy Director(G) in Room No.716, 'A' wing, Shastri Bhawan, New Delhi in the presence of the tenderers who wish to be present. The date of opening of financial bid shall be intimated later on only to those tenderers who qualify in the technical bid stage.

(Girish Chand)  
Deputy Director(G)  
Tele:23384684

Copy to NIC for placing on PIB's Web-site

F.no.D-31012/1/2009-GS  
Government of India  
Press Information Bureau

\*\*\*\*\*

**TERMS AND CONDITIONS FOR CLEANING AND SWEEPING JOB**

**Eligibility and Selection Criteria**

Only registered, bonafide and reputed firms having an annual turnover of Rs.25 lakhs or above and having requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes in Govt. Ministries/Departments/Autonomous bodies/PSUs etc., are eligible to participate in the tender process.

2. The firm should have at least three years experience and should have undertaken such AMC with at least three such organizations during the last 3 years.

3. The firms intending to apply for the tender process should also possess valid ITCC, WTCC, STCC, etc. and other statutory clearances. **A firm having ISO certification in this field would get priority consideration.**

4. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document would be accepted.

5. The tenderer should submit two sealed covers in the envelope containing quotations. One cover will contain a technical bid giving details of previous job done with complete details about the work along with supporting documents. The firm should be registered and must have service tax number, PAN number etc. The copies of the same may also be attached. Second cover will contain financial bid. If a company qualifies in the technical bid, then only its financial bid will be opened. The technical bid will be opened on 29.6.2009 at 3.30 PM in the presence of the bidders who wish to be present. The financial bid should indicate total cost per month inclusive of service tax. The cost synopsis should indicate operation cost, Administrative charges and service tax etc. The date of opening of financial bid shall be intimated later on only to those tenderers who qualify in the technical bid stage.

6. The tender for cleaning the premises should be inclusive of cleaning material both consumables and durables as well as machines & equipment.

7. The tenderer is also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof (letter of contract, satisfactory completion of services) from Ministries/Departments/ Semi-Govt. bodies/PSUs etc. A list of all the jobs undertaken so far by the firm may be attached separately.

8. The tenderer is also required to attach a copy each of the valid Income Tax and Work Clearance Certificate etc. as well as copies of having satisfactorily completed/executed the similar types of work in the past 3 years, with Govt. Departments. In order to assess the financial standing of the company/firm, the technical bid should contain the following two annexure:

<u>Annexure I</u>	2005-06	2006-07	2007-08
Turnover			
Taxable income			
Tax paid			

Annexure Should be supported by documentary evidence, like copies of balance sheet profit & loss A./C, Income Tax returns etc.

Annexure II

Name of at least three major clients during the previous three years i.e. for 2006-07, 2007-08 & 2008-09 in the following format.

Name & Address of client	Total contract value	Job order enclosed Yes/No	Contract period Start/End.

**General Conditions of the Contract**

9. The tenderer entrusted with the work shall have to carry out the contract at the rates approved by the Bureau, which shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract under any circumstances.

10. The EMD of the unsuccessful tenderer will be released after the finalization of the contract. The EMD of the firm, whose tender is accepted/

approved, will be released only after the firm concerned deposits the security amount with the Bureau.

11. The earnest money deposit shall stand forfeited if a bidder withdraws or amends the bid/tender, or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accept the contract within the stipulated period. No interest will be payable in this amount. The EMD shall also stand forfeited in the event of pre-mature withdrawal of the tender by any of the tenderer(s).

12. Press Information Bureau does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.

13. The interested parties can inspect the premises between 2.00 PM to 4.30 PM on any working day to assess the amount of work. They may contact Section Officer, General Section or Caretaker in room no.707, 'A' wing, on telephone No.2338 2302.

14. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost, all materials, tools, safety gadgets, equipment and items (except electricity and water which will be supplied free of cost) and all other services required for executing the work.

15. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

16. The contract shall provide labour and all the materials required for carrying out the work. He shall ensure discipline amongst his staff and restrict unnecessary movement/assembly of their personnel in corridors etc. The contractors shall ensure proper supervision of the duties of his staff through his own supervisor.

17. The contractor will supply fresh sets of uniform/badges, gumboots to each of his employee who shall wear the same while on work and also keep their uniform clean.

18. The contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character and integrity. He shall submit

police verification reports along with the photographs and the detailed particulars of the staff provided to the Bureau.

19. The successful tenderer shall comply with all Acts, Law under CL(R&A) Act 1970 and EPF & ESIC Act, Payment of Wage Act, Minimum Wages Act or other Statutory Rules, regulations with their latest amendments, by-laws applicable with regard to the performance of the work included herein or touching this Contracts, from time to time and take such necessary steps as may be deemed necessary in this regard.

20. The successful tenderer will accept full and exclusive responsibility for Wages, PF, Bonus, Medical Leave etc. and other obligations referred to under the law now and hereafter imposed by State Govt./Local Bodies for the person(s) deployed by him. The successful tenderer should accept full and exclusive responsibility of insurance of the persons deployed by him.

21. Press Information Bureau will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the Bureau indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.

22. The successful tenderer shall make regular and full payment of wages, salaries, PF and any other payments due to his employee(s) and furnish necessary proof.

23. If applicable, the successful tenderer shall obtain the necessary Labour Licence from the Licensing Authority under the Contract Labour (R&A) Act and Contract Rules framed there under and produce the same to the authorized representative of Press Information Bureau, whenever asked to do so.

24. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to this Bureau under any circumstances even after expiry of the contract.

25. Press Information Bureau reserves its right to get the contractual jobs done from any other party/person or agency if the tenderer at any time fails to carry out the said jobs any day. The cost and the expenses incurred for getting the job done on account of for such failure on the part of the tenderer would be deducted from the payment due to the tenderer. If the tenderer fails to provide the services under the contract for 15 days consecutively or otherwise, the agreement shall stand terminated without any notice and in such case the

tenderer would be liable to compensate the Bureau for any losses caused to it due to the non-fulfillment of the contractual obligations.

26. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation act or any act in force at that time.

27. The tenderer shall at their cast take necessary insurance cover in respect of his employees and other persons employed or engaged in connection with the process of rendering the aforesaid job. The tenderer shall also comply with the provisions of relevant Acts viz. Employees State Insurance Act, Workmen's Compensation Act, The Payment of Wages Act, Contract Labour (Regulations and Abolition) Act and the Employee's Provident Fund and Miscellaneous Provisions Act, 1952 and the rules made their under and as modified from time to time. If the payment of Bonus Act is applicable to the tenderer's firm, they should comply with the provisions of the Act and the rules made there under, as modified from time to time.

28. The tenderer should deploy his authorized representative for effective and proper supervision of the maintenance and upkeep jobs under the contract.

29. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of this Bureau. The contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the contractor firm shall be got rectified by the contractor at his own risk and cost/cost received from the contractor.

30. In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by Press Information Bureau (1<sup>st</sup> Party), whose decision will be final and binding on both parties.

31. Security amount of Rs.70,000/- (Rupee Seventy thousand only) will be deposited with the Bureau in the form of Bank Guarantee by the contractor before commencing the work. The Security Money shall be returned after 3 months of completion of contract period on satisfactory completion of their contract period. No interest shall be paid on Security Money.

32. The initial cleaning of all the areas should be completed by 9.00 AM on all working days failing which a monetary penalty of Rs.500/- per day shall be

recovered from the contractor's bill. A penalty of Rs.100/- per day basis for each worker shall be recovered from the contractor's bill if any worker is found missing/absent from his duty.

33. The decision of the SO(GS)/Caretaker of this Bureau or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor. The contractor shall comply with the monitoring mechanism/system as advised by the Bureau.

34. The contract will be valid for a period of 12 months and may be extended for another year, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated without prior notice and security deposit will be forfeited. The decision of this Bureau in this regard will be final.

### **Scope of Work (Provision of men and material)**

#### **Cleaning of rooms and corridors**

35. Cleaning, mopping and sweeping of all rooms, corridors, stairs, lift lobbies, wooden floor/carpets in areas covered with carpets or having wooden floor from Gate No.2 to Gate No.4 and Room No.135 & 136, Press Lounge, Conference Hall at first floor.

36. Cleaning, mopping and sweeping of Room Nos. 3, 4, 6, 8, 8-A, 13 and reception Gate No.4 at ground floor.

37. Cleaning, mopping and sweeping of all rooms, corridors, stairs from Gate No.3 to Gate No.4 except Room Nos. 709, 710, 718, 718-A & 719 at seventh floor.

38. There will be need for chemicals like floor cleaner, disinfectant for toilets, glass cleaner, air freshener and brasso. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. The machine will include at least wet and dry vacuum cleaner and scrubbing machine.

39. The work also includes dusting and cleaning of doors, cleaning of wash basin, cobwebs, glass panes, doors, windows, blinds, and ventilators of room and water cooler space, removal of garbage, cleaning and inspection of drainage/sewage system. Cleaning of brass metal letters fixed in the corridor, Conference Hall etc. and deep cleaning of floor and rooms will be done on weekends.

40. Spraying/fumigation of disinfectant/insecticide room pertains in the areas cover under the Press Information Bureau including rooms and chambers.

41. Scrubbing the floors in the rooms by heavy duty scrubbing machine of Dellstar or equivalent make and detergent of good quality/liquid soap and subsequently drying of floors with mop/vacuum cleaner.

42. Cleaning glasses of doors, windows, ceiling fans, blinds, carpets and ventilators of all areas specified above by liquid soap/chemical/detergent.

43. The contractor will carryout all the above on daily basis from 8.00 AM to 6.00 PM exclusively for PIB on all working days and Saturdays or as required by this Bureau.

44. The cleaning material etc. would be used to the satisfaction of this Bureau. Payment may be deducted if the quantity and quality of material is not satisfactory.

### **Cleaning of Toilets**

45. 8 toilets on the three floors need to be kept clean in all respects by sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots W.C. pans, sinks, wash basins and all other fittings and fixtures using disinfecting material like phenyl, vim, detergent powder, acid liquid soap etc. on daily basis.

46. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air freshener/naphthalene ball/toilet paper etc. also needs to be provided as per requirement.

### **Provision of manpower**

47. A total of atleast 10 (ten) persons exclusive of supervisor will be required for cleaning and sweeping of PIB premises. Out of this, two attendants should be exclusively deputed on regular basis to undertake regular cleaning of the toilets and should be available from 8.00 AM to 7.00 PM or later as required on all working day. One attendant should be available on all Saturdays, Sundays and other holidays unless otherwise instructed.

### **Payment**

48. The payment will be released on monthly basis by cheque after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of every month.