

No.31/01/2009 - Admn.

Government of India

Ministry of Mines

Shastri Bhavan, New Delhi.

Dated: the 17th December, 2009

To

As per List

Subject: **TENDER FOR CLEANING & HOUSE KEEPING JOB.**

Sir,

Sealed tenders are invited for complete cleanliness and maintenance work including labour in Ministry of Mines for cleaning of rooms, corridors, toilets, etc. in the premises falling under the control of the Ministry of Mines in Shastri Bhawan, New Delhi for a period of one year initially, from eligible and interested firms having experience in the field.

2. Only registered, bonafide, reputed and experienced firms having adequate experience, of at least three years in the relevant field in Govt. Ministries/Departments/Government or semi-Government Organizations/PSUs/ Corporate Sector etc. and having the requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes need apply. While submitting the tender, the tendering firms shall also have to furnish the Ministry with proof of pre-qualifications, experiences, antecedents, financial standing, etc. The bid/tender should be accompanied by an Earnest Money Deposit (EMD) of **Rs. 10,000/-** in the form of a Demand Draft/Pay Order drawn in favour of "Under Secretary (Admn.), Ministry of Mines", Shastri Bhawan, New Delhi. The tenders received without EMD or the tenders incomplete in any respect shall be summarily rejected.

The tender form complete in all respect should be sent in sealed cover and super-scribed as under should be submitted to the Ministry, addressed to the Under Secretary (Admn.), Ministry of Mines, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi-110001.

...2.

“Tender for Annual Job Contract for cleanliness and general maintenance in the Ministry of Mines”

Interested firms may send their sealed quotations to **“Under Secretary (Admn.), Room No.312-D, Shastri Bhawan, New Delhi on or before 3.00 P.M. of 24.12.2009.** The quotation will be opened on the same day i.e. **24.12.2009** at **4.30 P.M.** in the Room of Under Secretary, (Admn.).

3. The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms & conditions contained herein and submit the same along with the bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible writing. Wherever, the prices are to be quoted should be written in figures and words. The quoted prices should also include the impact of all “over-heads”. The schedules will also have to be signed and stamped by the firm through its authorized signatory.

4. The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefor, furnish their standing and goodwill through attested certificate/documentary proof from Ministries/Departments/Semi-Govt. bodies/PSUs and corporate sector, etc. List of the present contract in the govt. Departments/Ministries/Semi-Govt. bodies/PSUs etc. should also be enclosed to the tender. The firm shall also indicate their registration number, Income -Tax number and PAN number on the letter enclosing tenders. The tenderer will also enclose copies of having satisfactorily completed/executed the similar types of work in the past 3 years, in any Government Departments.

5. The firm entrusted with the work shall have to carry out the contract at the rates approved by the Ministry, which shall be valid for the entire period of the contract and no upward revision will be allowed.

6. The proposed Annual Job Contract for Cleaning and General Maintenance in the Ministry of Mines shall be governed and regulated by the terms and conditions enumerated in the following paragraphs.

a) 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 deposits with the Ministry, necessary security amount, as given at para 13.

.....3/-

b) 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 accepts 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 tenders.

c) The Ministry reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reasons therefore.

7. The competent authority on behalf of the President of India does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders.

8. 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 interested parties can inspect the premises at any time from 2.00 P.M. to 5.00 PM on any working day from 21.12.2009 to 23.12.2008 to assess the job requirement/quantum of work involved. For the purpose, Section Officer (Admn.) may be contacted on telephone No.23381631 during office hours on any working day. The Tenderer shall be responsible for arranging and maintaining at his own cost, all tools, safety gadgets, equipment (except electricity and water which will be supplied free of cost) and all other services required for executing the work.

9. 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 rejected.

10. The contractor shall provide minimum 10 sweepers including minimum one lady sweeper and one supervisor 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.

11. The contractor shall ensure clean uniform to all personnel, who shall wear the same while at work.

.....4/-

12. 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 the photographs and detailed particulars of the staff provided to the Ministry

13. A. security amount of Rs. 20,000/- will have to be deposited with the Ministry in form of Fixed deposit pledged in the name of “**Under Secretary (Admn.), Ministry of Mines**” by the contractor before commencing the work. The Security Deposit shall be returned after successful completion of their contract period. The work is required to be started immediately after awarding the AMC.

Any type of loss by thefts or damage by the Labourer of the Contractor Shall be recovered from the Contractor from his bills/Security deposit.

14.A. Operations to be carried out daily at regular intervals throughout the day, as many times as deemed necessary, to achieve acceptable standards of cleanliness.

a) Cleaning of premises including toilets, office rooms, Conference Room, Canteen, lift lobbies by sweeping/mopping; cleaning of wooden floor/carpets in areas covered with carpets or having wooden floor or toilets. The details of area occupied by the Ministry of Mines is as follows:-

- i. Ground Floor:- Facilitation Centre
- ii. First Floor :- Room No.102-D [four rooms]
Room Nos.101-C, 102-C & 108-C [Chamber of Hon’ble Minister of Mines[MOM](including toilet) & offices of MOM/MoS(M) & Corridor within the rooms
- iii. Third Floor :- Room Nos. 302—A[NIC], 308-A, 318-A, 326-A to 322-A & corridors within the room. Lift lobby area above the Gate No.2. Room Nos. 338-A, 349-A & corridor within the rooms.
Room Nos. 301-D to 305-D & 306-D to 315-D wing & corridor within the rooms.

3 toilets - one officer toilet [A-wing] and two toilets [one Gents & one ladies] opposite to room no.338-A. Toilets in Secretary(M)’s chamber & Minister’s chamber are also to be attended.

.....5/-

b) **Dusting and cleaning of doors, windows, fans, furniture, ventilators, blinds, benches and removing of cobwebs etc.**

c) **The contracted firm shall also be required to perform spraying/fumigation of disinfectant/insecticide all rooms in the Ministry of Mines. The firm will have to make all necessary arrangements like machines, disinfectant/insecticide by itself. [CLEANING MATERIAL WILL BE PROVIDED BY THE MINISTRY EXCEPT INSECTICIDES]**

d) Removal of garbage, cleaning and inspection of drainage/sewage system.

e) The contractor will carryout all the above on daily basis from 7.30 AM to 7.30 PM on all working days and Saturdays or as required by this Ministry

e) Scrubbing the floors in the rooms by heavy duty scrubbing machine of Dellstar or equivalent make and subsequently drying of floors with mopes.

f) Cleaning of water coolers, cleaning glasses of doors, windows, ceiling fans, blinds, carpets and ventilators of all areas specified above by liquid soap/chemical/detergent.

g) 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.

B. Cleaning of toilets

Toilets 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 [CLEANING MATERIAL WILL BE SUPPLIED BY THE MINISTRY]. Soap containers need to be kept filled at all time and naphthalene balls in urinal pots and air freshener/nepthaline ball/toilet paper etc. also needs to be provided as per requirement. Two attendants should be exclusively deputed on regular basis to undertake regular cleaning of the toilets. Attendants should be available from 8.00 A.M. to 8.00 P.M. or later as required on all working days and Saturdays unless otherwise instructed.

C. Miscellaneous work

In addition to above works, 5 labourers will be required for miscellaneous works which the Contractor shall provide. The requirements may increase on need basis, which will have to be provided by the Contractor. Payments will be made separately for engaging additional labour. The initial cleaning of all the areas specified above should be completed by 8.30 A.M. on all working days failing which a penalty of Rs.500/- per day shall be recovered from the contractor's bill. A penalty @ 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. For this purpose an attendance register will be maintained in the Administration Section and payment will be made on the basis of this register.

16. The contractor will adhere to all the provisions of Minimum Wages Act, provident fund, ESI etc. and shall be solely responsible for any legal action in this regard.

17. The decision of the 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 Department.

18. 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 Ministry in this regard will be final.

Yours faithfully,

(Pramod Chand)

Under Secretary to the Government of India

Tel. 23384743

Encl: As above.

Copy to: 1. All Ministries/Departments.

2. NIC for placing Ministry's Web-side.

AREAS TO BE COVERED

A. Office Area to be cleaned falling under the premises of this Ministry.

1, Facilitation Centre at Ground Floor, Library, Conference Room & rooms at 1st Floor, 3rd Floor occupied by the Ministry of Mines including lift lobbies as well as area outside and inside the Departmental Canteen and Pantry on 3rd floor. Corridor area 'D', 'C' and 'A' wing (as per the details mentioned at para 14 above).

C. Toilets

3rd floor - 3 toilets (includes one ladies toilet) + **Toilets attached with the rooms of Minister's & Secretary.**

MINISTRY OF MINES

CLEANING AND HOUSEKEEPING SERVICES

(To be filled up by the Tenderer)

1. Name and address of the firm
2. Name of the owner(s)/Partners
(Attach Bio-data of all Partners)
3. Telephone numbers
Residence..... Office.....
Mobile
4. List of organizations/offices, where the firm is presently providing cleaning services
(Mention only 3 addresses and phone no.)
5. Whether the firm is registered? If so with whom?
 - (a) Registration number
 - (b) PF number
- 6a. Income Tax number
- 6b. Turnover for the last two years
- 6c. Experience in maintenance/cleaning of toilets of Govt. Deptt./Orgn.:

Name of Min./Deptt./Orgn.

Period of contract

- | | |
|-------------|-------|
| (i) | |
| (ii)..... | |
| (iii) | |
| (iv) | |
| (v) | |

7. Reference (addresses & phone numbers)

- (a)
- (b)

8. (a) Total No. of Persons :
(Including 5 labourers) :

(b) Total monthly charges inclusive of manpower, machines & insecticide (sweeper, supervisor + labour) :Figure_____ (with all taxes)
:Words_____

9. Any other terms or conditions by the contractor
(To be attached separately on a letterhead of the contractor)
10. Enclosures :
 - 1)
 - 2)
 - 3)
 - 4)

DECLARATION BY THE CONTRACTOR

I/We have carefully read the terms & conditions of contract as contained in the Tender Notice No. **31/1/2009 – Admn.** dated .12.2009 and agree to abide by these terms. I/We also agree to the forfeiture of the Security/Earnest Money, if we I/We fail to fulfill any of the terms and conditions of the contract.

(Signature of Tenderer)
Name & Designation

Place: NEW DELHI

Dated: