

BY SPEED POST

No. D-11011/1//2007/MF-CGA/Admn/Cleanliness/

787-808

**Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan, Khan Market
New Delhi – 110003**

Dated : 14th January, 2010

To

As per List enclosed
Website of O/o CGA
Tenderindia.nic.in

Sub.- Inviting sealed quotations for cleaning of common service area of Lok Nayak Bhawan, Khan Market, New Delhi.

Sir,

1. Sealed quotations are invited on behalf of the Coordination Committee of Lok Nayak Bhawan for performing the following jobs:

Daily cleaning of common service area of Lok Nayak Bhawan from top to bottom. This would include the open space in front of reception areas at Gate No.1, 2 and 3 as also glass panes, pillars, staircases and space in front of the lift. Task of daily cleaning would include sweeping, mopping, dusting of common service area as also removing of cob-web from ceiling/walls of all the three wings and basement of Lok Nayak Bhawan. Special attention will be paid to clean paan stains from tiles on stairs lifts and lobbies.

The total floor areas would be approximately 16,103 Sq.Meter. In addition, the task will also include daily cleaning of basement area which has floor area of approximately 2746 Sq.Meter.

2. Terms & conditions shall be as under :-

- i. Tendering parties should have previous experience of providing such services to Government Ministries/Departments, Public Sector Undertakings and/or reputed private firms for a minimum period of three years. Documentary evidence in respect of the same should be attached alongwith the quotations.
- ii. All prospective tenderer shall deposit an EMD of Rs.10,000/- by way of demand draft to be made in favour of PAO., CGA, M/o Finance. Tender without EMD will be summarily rejected. Demand Draft should be forwarded with the 'Technical Bid'

- iii. The selected party would ensure proper cleaning of the common service area defined above. For this purpose, material of standard and approved quality shall be used and shall be subject to approval of the Coordination Committee. Damage to building or its structures/fixtures due to improper use of or poor quality cleaning materials will be borne by the service provider.
- iv. It shall be incumbent on the selected firm to post at least one Sanitary Inspector for supervising cleaning of the common service area and for attending the complaints. The Selected firm would also be required to post at least 8 sweepers on daily basis for undertaking the cleaning work effectively. All sweepers/supervisor shall be provided with uniform and name badge.
- v. Duty hours of sweepers/supervisor will be from 7.00 a.m. to 3.00 p.m. with ½ hour lunch break . All daily cleaning must be completed everyday before 9.00 a.m. Non -routine cleaning will be done between 9.00 a.m. to 3.00 p.m.
- vi. The duration of the contract shall be for a period of one year subject to satisfactory performance and fulfillment of all term and conditions of the contract.
- vii. Tendering parties must have annual turnover of minimum Rs.5,00,000/- (Rupees Five Lakhs) documentary evidence in this regard may be submitted alongwith the quotation. While applying the respective agency is required to furnish their PAN/TIN number and sales tax clearance certificates.
- viii. Coordination Committee shall have the right to terminate the contract by giving one month notice in writing.
- ix. Tendering parties must submit copies of last 3 years return of income tax submitted to IT Authorities along with an undertaking to the effect that they have not been blacklisted anywhere and have the capacity & manpower to handle the cleaning work of the building.

3. Personnel deployed for the purpose shall not be paid the less than the minimum wages notified by the Govt. of N.C.T. of Delhi from time to time as per the Minimum Wages Act, 1948 and other statutory payments due under various Govt. laws/rules and regulations etc. Coordination Committee will not be responsible or liable for any violation of statutory/local laws and rules.

3(a). Tendering firm should submit their Tender in a 'Two Bid' format in separate sealed envelopes indicating 'Technical Bid' & 'Financial Bid'. The Financial Bid should clearly indicate the break up of amount to be charged for each individual (i.e. wages+EPF+ESI etc.) alongwith service charges/ any other charges as well as cost of material to be used separately as per proforma enclosed. Only those Financial Bid of Tenderer whose 'Technical Bid' is found to be acceptable will be opened for further processing and approval of the Competent Authority.

3(b) There are twenty five occupant Min/Dept./Office of the Central Govt. in Lok Nayak Bhawan. Total amount of consideration is apportioned on the basis of occupied area of each Office which is paid by the concerned office directly on preferring of the pre-receipted bill (bi-monthly) by the contractor to them.

4. Subject to the terms & conditions outlined above, interested parties may furnish sealed quotations so as to reach to the undersigned latest by 29th January,2010 (Friday) by 4.30 PM. Quotation received without documentary evidence of previous work performed and annual turnover as outlined as para 2(i) and 2 (vii) above respectively shall be liable to summarily rejection.

5. Any other information/details may be taken from the undersigned. Interested parties may, if they so desire, visit the site personally between 3 to 4 pm. on all working days.
6. The Secretary, Coordination Committee reserves the right to reject all or any of the quotation received without assigning any reason thereof.
7. Any wrongful submission of information would lead to disqualification.

Yours faithfully,



(Sunil Kumar)

Sr. Accounts Officer (Admn.)

Tel. No. 24616507

Annexure

S.No.	Post	Pay	EPF	ESI	Service Charges	TOTAL
1.	Supervisor					
2.	Cleaning Worker					
3.	Service Tax / any other tax					
4.	Cleaning Material					