

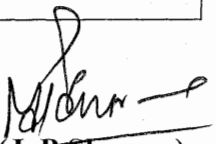
**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
PUBLIC FINANCIAL MANAGEMENT SYSTEM
3rd floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg
New Delhi -110001.**

SCHEDULE AND SPECIFICATIONS

Name of work:- Outsourcing of housekeeping services at 3rd and 4th floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi.

1. Cost of Tender Document:- Rs.500/- (Rupees Five Hundred Only)
2. Earnest Money Deposit (EMD):- Rs. 3,00,000/- (Rupees Three Lakh Only)

Sr. No.	Description	Tentative time schedule
1.	Date of Publication in Newspaper	06-03-2017
2.	Date of issue of tender document	06-03-2017
3	Pre Bid meeting	15-03-2017(3:00 to 4:00 PM)
4	Last date & time for submission of Tender Document & DD/ Banker's Cheque	20-03-2017(till 1:00 PM)
5	Date & time for opening of tender document (i) Technical bids (ii) Financial bids of eligible tenderers	On 20-03-2017 at 3.30 PM To be notified later
6.	Estimated Cost	Rs. 60,00,000/- (Rupees Sixty Lakh Only)


(J.P. Sharma)

Sr. Accounts Officer (PFMS)
Ph:- 23343860 Extn. 347

GOVERNMENT OF INDIA
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3rd floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg
New Delhi -110001.

NOTICE INVITING TENDER

Tender Notice No. C-13015(5)/MF.CGA/PFMS/Housekeeping/2015-16. / Feb 14

Dated:-

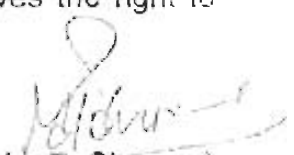
Name of Work:- Outsourcing of housekeeping services for PFMS at 3rd and 4th
Floor Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New
Delhi.

Approximate Cost :- Rs. 60,00,000/- (Rupees Sixty Lakh Only)

Tender Cost :- 500/- (Rupees Five Hundred Only)

Currency Period:- 02 Year

Tender document can be downloaded from website <http://eprocure.gov.in> or cga.nic.in. Detailed Terms & Conditions are given in the Tender Document. Bids are invited from eligible agencies along with Earnest Money Deposit of Rs. 3, 00,000/- (Rupees Three Lakh Only) which should be submitted in the form of Demand Draft/ Banker's Cheque drawn in favour of Pay and Accounts Officer, O/o CGA, New Delhi payable at New Delhi. A Demand Draft / Banker Cheque Rs.500/- (Rs. Five Hundred only) towards non-refundable tender cost in favour of "Pay and Accounts Officer, O/o CGA, New Delhi" payable at New Delhi is to be submitted at the time of submitting the tender in a separate envelope duly marked "Earnest Money Deposit" and "Tender Cost". The bids along with Demand Draft/ Banker's Cheque should be submitted at PFMS, O/o CGA, 3rd Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi 110001 on or before by 1:00 PM dated 20-03-2017, Tender (Technical bids) will be opened on the same day at 3:30 PM at 4th Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi, in the presence of authorized representatives of the bidders. PFMS reserves the right to accept or reject the Tender without assigning any reason.


(J. P. Sharma)

Sr. Accounts Officer (PFMS)
Ph.23343860 Ext. 347

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Shaheed Bhagat Singh Marg
New Delhi –110001.**

NOTICE INVITING TENDER (NIT) FOR HOUSEKEEPING SERVICES

TENDER DOCUMENT

Public Financial Management System, O/o Controller General of Accounts, Ministry of Finance, invites '**Sealed Bids**' for housekeeping services from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at **Annexure-II**. The job specifications and scope of work are given in **Annexure-I**. The format for Financial Bid at **Annexure-III**. The contract period will initially be for a period of two year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis.

The bids are to be sent in two parts – one sealed envelope super scribed as '**Technical Bid**' giving details in the format as per Annexure-II, and second envelope super scribed as '**Financial Bid**' in the format at Annexure-III. The two sealed envelopes as above will be placed in another sealed envelope super scribed as '**BID FOR HOUSEKEEPING SERVICES FOR PFMS**'. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:-

**Sh. J. P. Sharma
Sr. Accounts Officer
3rd floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg
New Delhi –110001.
Ph. No. 011-23343860 (Ext. 347)**

3. The sealed bids will be received by PFMS upto 20-03-2017(till 1.00 PM). Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date 20-03-2017(at 3.30 PM) in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed prequalification criteria will be notified separately.

4. Earnest Money (EMD) of Rs.3,00,000/- (Rupees Three Lakh Only) should accompany the **Technical Bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a nationalized bank/Scheduled commercial bank in favour of Pay and Accounts Officer, O/o CGA, New Delhi payable at New Delhi.. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by PFMS.
5. The EMD shall be forfeited:
 - a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Security.
7. The bid shall remain valid for a period of 90 days from the date of receipt of the bid.
8. The Bidder should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9. RATES AND PRICES

- 9.1 Bidders should quote the rates in the format given at Annexure-III. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.
- 9.2 All statutory duties and taxes (including excise and customs) VAT and other may be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 9.3 No additional freight or any other charges, etc, would be payable.

10. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration Wing that the services provided during the month are satisfactory.

11. LIQUIDATED DAMAGES

PFMS reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PFMS from the Security Deposit or pending bill or by raising a separate claim.

12. DEDUCTIONS FOR EXCEPTIONS

The deductions shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by PFMS in writing:

- i) Not properly carrying out the jobs as defined for 'daily' - 2% (each exception) on 'monthly'.
- ii) Not properly carrying out the job as defined for 'weekly' - 3% (each exception) on 'monthly'.

However, if the exceptions become general practice, action will be initiated as per clause 11 above.

13. PERFORMANCE SECURITY

13.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (equal to 10% of the value of the contract, within 15 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

13.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Security in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

13.3 The Performance Security provided by the successful bidder may be in the form of Bank Guarantee/ Fixed Deposit Receipt (FDR)/ Banker's Cheque/ Account Payee Demand Draft made in the name of the Agency and hypothecated to the "Pay and Accounts Officer, O/o CGA, , New Delhi" covering the entire period

of the contract. The Performance Security Deposit should remain valid for a period of 60(sixty) days beyond the stipulated date for completion of the contract (as per format given in **Annexure-IV**).

14. CONCILIATION/ ARBITRATION

14.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by the Competent Authority, PFMS.

14.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the empanelled Sole Arbitrator of PFMS to be appointed by the Competent Authority, PFMS.

14.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

14.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

14.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

14.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

15. FORCE MAJEURE

15.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely PFMS and the Contractor.

15.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, PFMS shall have the option of cancelling this contract in whole or part at his discretion without any liability at his part.

15.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

16. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

17. No alternative offer shall be considered.

18. PFMS reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of PFMS's action.

19. PFMS reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

20. Any clarification on the documents may be obtained from:-

<p>Shri J. P. Sharma Sr. Accounts Officer 3rd floor, Shivaji Stadium Annexe Shaheed Bhagat Singh Marg New Delhi –110001. <u>Ph. No. 011-23343860</u> <u>(Ext. No. 347)</u></p>	<p>Shri Dharmveer Assistant Accounts Officer 3rd floor, Shivaji Stadium Annexe Shaheed Bhagat Singh Marg New Delhi –110001. <u>Ph. No. 011-23343860</u> <u>(Ext. No. 245)</u></p>
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21. Afterwards of Letter of Acceptance(LOA), the Contractor is required to enter into a contract with PFMS on the terms & conditions as detailed in the tender document.

JOB SPECIFICATIONS AND SCOPE OF WORK**A. AREA COVERAGE FOR HOUSEKEEPING SERVICES**

1. 3rd and 4th floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001 (3rd and 4th floor – about 35367.28 sq. ft.).

B. BROAD DETAILS OF SCOPE OF WORK:

1. Cleaning, sweeping, moping and wiping of floors, staircase on daily basis from Monday to Saturday or as required by Officer-In-charge. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM.
2. Continuous mopping to be done at reception floor and other floors during office hours (9.30AM to 6.00PM)
3. Thorough cleaning of all toilets using required detergent by putting naphthalene balls and air purifier in all urinals, wash basins and WC area.
4. Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows venetian blinds, racks, sofas, Almirah, computers, telephones, curtains, wall mounted fans etc. with dry/wet cloth, feather brush and duster.
5. Lifting, carrying and disposing the dead bird's animals, rats, and insect's etc. if found in and around the office building.
6. Clearing of any choking's in the drainages, manholes etc.
7. Removal of beehives and cobwebs/honey webs from the office building and its premises.
8. Cleaning and sweeping of open area including balconies and roof tops with brooms.
9. Removal of garbage from the office building and its premises.

10. The bidder shall also be responsible for **pest control** in the office and shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
11. The bidder must employ adult/competent labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder must rotate the staff once in six months with prior written intimation to PFMS.
12. Proper registers/records for the jobs carried out on daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the bidder and will be countersigned by the PFMS officer-in-charge at regular intervals and finally at the end of each month.
13. The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by PFMS.

C. JOBS TO BE CARRIED OUT DAILY

- i) Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and detergent etc and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii) Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper roll sand 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 phenyl in the morning and with plain water continuously.

- iv) Cleaning & moping of pantries and electrical rooms once in a day during office hours.
 - v) Cleaning of office working areas, removing dust from floors, windows, doors, furniture's, fixtures, telephones, cupboards, air conditioners, filing almirahs, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning agent. Moping of floors with phenyl.
 - vi) Collection of waste paper from rooms, waste paper, baskets, lobbies and putting in bags at the specified location.
 - vii) Cleaning of carpets by soft brush.
 - viii) To clean glass panes on doors, windows & partitions with soap/cleaning agent.
 - ix) Cleaning of chokage in sewer and pumping lines within premises as and when required.
 - x) Cleaning gulley trap and manholes within and surrounding of premises as and when required.
 - xi) Cleaning of duct and shaft spaces, garbage, and removal and putting them in dustbin kept outside the building.
 - xii) Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
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- xiii) Cleaning, sweeping and wiping of floors, furniture and hand washing area etc. during office hours.
 - xiv) Cleaning of carpets in rooms by vacuum cleaners.
 - xv) Cleaning of lift walls with silver/brass liquid cleaner.
 - xvi) Room fresheners in all office area to be used daily in the morning. Room freshener should be of ISI Mark or of standard Make.
 - xvii) Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, reception, conference halls lifts lobby, lifts etc.
 - xviii) Removal of garbage from the office building and its premises.

D. JOBS TO BE CARRIED OUT WEEKLY

- a. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floor sand 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.
- b. Cleaning of fabric upholstered sofa sets with vacuum cleaners and leatherite upholstered sofa set and chairs with soap solution/ cleaning agent of approved quality.
- c. Cleaning of brass letters by brass (polish).

E. JOBS TO BE CARRIED OUT FORTNIGHTLY BASIS

- i) Polishing of brass items with approved brass cleaning material.
- ii) Cleaning of carpets in rooms by vacuum cleaners without damaging the carpet.
- iii) Dusting of false ceiling etc. with soft broom and cloth.
- iv) Cleaning of sofa sets with soap water/ vacuum cleaners.
- v) Washing and cleaning of driveways, parking areas and roads within the office premises.
- vi) Lift lobby and all toilets floors and other areas, as may be directed by Officer In-charge, shall be cleaned with floor scrubbing machine.

F. JOBS TO BE CARRIED OUT ON MONTHLY BASIS:

1. All floors in common area floors including staircases 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 wax polished.
2. Total office area floors to be cleaned with floor scrubbing machine, wherever required as per directions of Officer-In-charge.

G. PROVIDING WORKFORCE;

The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. Tentative requirement of workforce to be deployed is given hereunder:-

- | | |
|------------------|-----|
| a) House Keepers | -12 |
| b) Plumber | -01 |
| c) Supervisor | -01 |
| d) Electrician | -01 |

The bidder must employ adult/competent labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems, the bidder may rotate the staff once in six months with prior written intimation to PFMS.

The bidder shall ensure that all the workforce deployed wear uniform while on duty.

H. SUPPLY OF MATERIAL AND CONSUMABLES:

All materials/consumables other related item is to be provided by the Agency have to be of ISI marked or in conformity with the specification/makes keeping in view good quality/standard after discussion and finalization with Officer-In-Charge. The firm shall assess the quantity of consumables to be used and supply them in advance and store them at PFMS on fortnightly basis. The stores are to be replenished at least 5 days in advance. Consumables shall be issued every morning in presence of an official authorized by PFMS.

I. WASTE DISPOSAL MANAGEMENT:

The bidder will ensure collection, segregation of dry and wet garbage in the earmarked area. The bidder will also ensure segregation of bio degradable and non bio degradable garbage. Finally, the bidder will arrange for disposal of garbage at such a place as may be permissible by New Delhi Municipal Council.

General Terms and Conditions

I. Instructions to bidders

1. Bids received after the specified date and time will not be accepted. The bid will be rejected, if the EMD in original is not received along with the bid documents. The EMD of the unsuccessful bidder will be returned only after finalization of the due tendering process. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.
3. The contract to be awarded to the bidder whose consolidated bid value is the lowest and who is also fulfilling all the terms and conditions of the tender. The financial bid of only technically qualified bidders will be opened. The past performance of the bidders with user Departments will be an important criterion in evaluating the technical bid. PFMS reserves the right to reject all or any of the quotations, and decision of the Head of the Department in the matter shall be final/binding. The quotations lower than the existing statutory minimum wages in the NCT of Delhi for the corresponding categories shall be summarily rejected.
4. Rates should strictly be quoted accordingly as per the specification in respect of cleaning materials etc. The bidders are advised in their own interest to quote their rates (excluding tax) for all items as per specifications indicated in the relevant Annexure of this tender document, failing which their bids shall be outrightly rejected. Taxes will be paid extra as applicable, on production of necessary proofs/documentary evidence as required.

II. Eligibility criteria

5. The Registered Office or Branch Office of the bidding Company/firm/Agency (i.e., the bidder) should be located in Delhi/New Delhi/NCR Region, as per contract Labour (R & A) Act, 1970.
6. The Bidder should have its own Bank Account, TIN Number, PAN card. Duly signed copies of the same should be enclosed with the Bid Documents. The firm should enclosed copies of PAN, TIN Number VAT/ Sale, Tax registration and latest copy of Income Tax return.
7. The bidder should have minimum experience of 03 years of working in this field as explained in details in the Technical bid. The attested/ self-attested photocopies of the documents showing such experience would have to be enclosed as the proofs of the statements mentioned in this regard in the Technical bid.
8. The Bidder should enclosed duly signed certificate along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender.
9. The bidder should submit an undertaking that the bidder has not been blacklisted by all Ministry/Department/Organization of the Central Government/ State Government and any Public Sector Undertaking.

10. The bidder whose services have been terminated by the PFMS before the expiry of the contract, in any contract whatsoever, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the bidder along with bid documents, stating that the firm has not been terminated by PFMS before expiry of the contract during the last three years.
11. The annual turnover of the bidder in this sector must not be less than Rs 30,00,000/- (Rupees Thirty Lakhs Only) in any of the last three financial years from 2013-14 to 2015-16. Copies of proofs in this regard are to be enclosed along with the bid.

III. Earnest Money Deposit(EMD)

12. The tender must be submitted within the scheduled time period i.e. by 20-03-2017 till 1:00 PM, which should be accompanied by an Account Payee Demand Draft/Pay Order of Rs.3,00,000/-(Rupees Three Lakh Only) as Earnest Money Deposit (EMD) drawn in favour of **Pay and Accounts Officer, O/o CGA, New Delhi** payable at New Delhi. No interest will be payable on the earnest money.
13. A Demand Draft / Banker Cheque Rs.500/- (Rs. Five Hundred only) towards non-refundable tender cost in favour of "Pay and Accounts Officer, O/o CGA, New Delhi" payable at New Delhi is to be submitted at the time of submitting the tender in a separate envelope duly marked "Tender Cost".

Bid opening Process

14. All terms and conditions stipulated in this tender document shall be considered for selection of a firm for signing the rate contract.
15. The bids (Technical) shall be opened by the designated Tender Evaluation Committee (TEC) on the scheduled date and time i.e. 20-03-2017 at 3:30 PM, at 3rd Floor Shivaji Stadium, New Delhi-110001 in the presence of the representatives of the bidders, if any, who wish to be present at the time of opening the tender. The representatives, duly authorised by the concerned bidders to attend the meeting of the TEC carrying letters from the authorised signatories (under whose signatures the concerned firms have submitted the bids) may contact the undersigned for the permission to enter the Shivaji Stadium premises on that day.

IV. Specific Terms and Conditions

16. The contract shall be for a period of two years from the date of award of contract. The period of contract may be extended for another one year, subject to satisfactory performance of the contractor. No request /claim for any hike in the approved rates (except for any such hike consequent upon the minimum wages as notified by Govt. of NCT of Delhi, from time to time, under the minimum wages act) would be entertained, under any circumstances, during the period of contract. Hence, the rates should be quoted with this particular provision in mind.

17. The normal delivery period for supply of any of the required items not maintained in the stock of the office would be a maximum of 02 working days before every month. The supply should be strictly in accordance with the specifications, etc., given in the tender documents.
18. The firm would be required to provide the Manpower & Mechanized/Automated /Housekeeping/Cleaning Services at their own cost in the premises of Shivaji Stadium, New Delhi.
19. The office shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to PFMS, Shivaji Stadium, New Delhi. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
20. The bidder will be responsible for supply/ installation/refilling/ maintenance of all such items / equipment used in wash rooms and other areas for housekeeping purposes should be of good quality and eco friendly only.
21. The bidders are required to submit two separate bids- Technical and Financial, as per the prescribed proforma enclosed with tender notice.
22. The declaration in the prescribed proforma enclosed with the tender notice should be submitted along with the Technical bid.
23. The tender not accompanied with EMD shall be summarily rejected. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD.
24. All entries in the tender form should be filled in clearly. Conditional bids will not be considered and will be rejected outright.
25. Bids incomplete in any form will be rejected outright.
26. The bidder shall submit following document with Technical Bid:-
 - i. Copy of EPF Registration certificate.
 - ii. Copy of ESIC Registration certificate.
 - iii. Copy of Service Tax Registration certificate.
 - iv. Copy of PAN number.
 - v. Certificate to the effect that the firm is not blacklisted.
 - vi. Copies of experience certificate/work order for the last three years.
 - vii. Copies of at least two similar running contracts with Central government Department/ Public sector undertaking/Autonomous bodies.
 - viii. Earnest money deposit (EMD) of Rs 3,00,000/- in the form of Bank Draft/Pay Order drawn in favour of Pay and Account Officer, O/o CGA, New Delhi, Payable at New Delhi.
 - ix. A Demand Draft / Banker Cheque Rs.500/- (Rs. Five Hundred only) towards non-refundable tender cost in favour of "Pay and Accounts Officer, O/o CGA, New Delhi" payable at New Delhi is to be submitted at the time of submitting the tender in a separate envelope duly marked "Tender Cost".
 - x. The annual turnover of the bidder in this sector must not be less than Rs 30,00,000/- (Rupees Thirty Lakh Only) in any of the last three financial years from 2013-14 to 2015-16. Copies of proofs in this regard are to be enclosed along with the bid.

- x. A certificate to the effect that bidder is in acceptance of all the terms and conditions laid down by PFMS.
- xi. The bidder should enclose declaration indicating that no case is pending on account of any kind of labour dispute(s) including relating to ESI, EPF etc. in any court of law against the firm during the last three years.
27. The bidder must employ competent Manpower whose age shall be between 18 to 50 years only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.
28. The bidder shall deal with a settle the matter related to workers' Unions and shall make sure that no labour disputes /problems are referred to PFMS. It shall totally indemnify PFMS in this regard.
29. The bidder at all times should indemnify PFMS against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages at 1948; Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, Maternity Benefit Act, 1961; Bonus Act; ESI Act, EPF Act and Service Tax Act Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. PFMS will not own any responsibility in this regard.
30. The closing date and time for receipt of bids will be 20-03-2017 till 1:00 PM
31. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the bidders whose Technical bids are accepted for further consideration will be informed only after due scrutiny. If any of them so desires.
32. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by the bidding firm would stand forfeited.
33. In case, the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
34. The Performance Security provided by the successful bidder may be in the form of Bank Guarantee/ Fixed Deposit Receipt (FDR)/ Banker's Cheque/ Account Payee Demand Draft made in the name of the Agency and hypothecated to the **"Pay and Accounts Officer, O/o CGA, , New Delhi"** covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of 60(sixty) days_beyond the stipulated date for completion of the contract (as per format given in **Annexure-IV**).
35. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.
36. The Scope of Work is for the complete area at the 3rd and 4th Floor Shivaji Stadium including Common, areas lobbies, stair cases etc. The details of the work are given under scope of work heading.
37. The complete list of Items ,Manpower, Machinery and Equipment's, Details of toiletries/dispensers etc and list of cleaning Materials and Aids to be provided by the bidder are detailed below under scope of work heading that will be used for the housekeeping services.

38. If any worker arrives late (or leaves early) but is permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/ leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the service provider to provide a substitute.
39. If a worker proceeds on leave or leaves the job, it will be the responsibility of the agency to provide a substitute immediately. In case no substitute is provided, deduction of charges will be made on a pro-rata basis from the monthly bills. Further, if a substitute is not provided within 3 days, deduction @double the charges per worker will be made.
40. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency (that has been awarded the contract) will be liable to be forfeited by PFMS besides annulment of the contract.
41. If any complaint received against any of the workers either by officials or by public regarding his/her misbehaviour by the concerned Housekeeping staff, Rs. 500/- will be deducted from the bills of the relevant month on each such complaints and the competent authority of this Dept. may ask to the contractor to discontinue the services of such person in the PFMS forthwith.
42. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/ person.
43. The contractor shall provide uniform to the workers. Samples of uniform will be approved by the PFMS. The worker must wear uniform during their duty. The contractor shall issue identity card to each worker which must be displayed by the worker during their duty.
44. The bidder shall provide following manpower for housekeeping facility and management services:-

SI. No.	Manpower Description	No. Of staff required
1	Housekeeping supervisor (Competent)	01
2	Housekeeping staff (Competent)	12
3	Plumber (Competent)	01
4	Electrician (Competent)	01

However, number of competent labour may be increased or reduced depending on the actual requirement.

45. If the performance of the service-provider selected through the instant tendering process is found to be unsatisfactory, PFMS reserves the right for termination of contract at any time and also has the right to award the contract

to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PFMS from its Security Deposits or pending bill or by raising a separate claim. PFMS reserves the right to terminate the contract at any time without assigning any reason therefore and the decision of the Jt. CGA (PFMS) will be final and binding on the contractor.

46. If the performance of any person engaged by the service-provider is not satisfactory or if some such person is involved in any objectionable scrutiny, then PFMS, may ask the service provider to replace that person and, the service provider would be bound to abide by such instruction. In this note, any appeal may lie only before Jt. CGA (PFMS).
47. The competent authority of PFMS reserves the right to reject all or any tender in whole, or in part, without assigning any reason.
48. Payment will be made on monthly basis in the succeeding month on submission of bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma along with computer generated attendance sheets in respect of persons deployed.
49. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of supervisory staff of the bidder by PFMS and if no action is taken within **ONE** hour, penalty @ Rs 500/- per day per complaint will be imposed.
50. The bidder should ensure to maintain the required number of manpower and also arrange a pool of stand by housekeeping staff/supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the bidder from the existing pool of housekeeping staff. If the required numbers of workers/ supervisors/managers are less than the minimum required, a penalty @ Rs 500/- per worker per day will be deducted from the bill.
51. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material (ISI mark) which are good quality/ environment friendly, not harmful to human and government property should be used.
52. The Manager/housekeeping Supervisor will maintain a Register and any complaint received from PFMS will be noted in the register and necessary action will be taken thereon within 24 hours.
53. The bidder whose total rate quoted in the Financial Bid towards wages of Housekeeping Manager/Supervisor/Worker, charges, if any, for the Machines and Equipments, toilets and dispensers, cleaning material and aids, etc. Are the lowest in comparison to other bidders will be considered as the lowest bidder.
54. The successful bidder/supplier (L1 bidder) has to deposit a Performance Security in the form of Bank Guarantee/ Fixed Deposit Receipt (FDR)/ Banker's Cheque/ Account Payee Demand Draft made in the name of the Agency and hypothecated to the "**Pay and Accounts Officer, O/o CGA, , New Delhi**" covering the entire period of the contract. The Performance Security Deposit should remain valid for a period of 60(sixty) days_beyond the stipulated date for completion of the contract (as per format given in **Annexure-IV**).

55. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the successful Bidder shall be forfeited.
56. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit and cancellation of contract.
57. The Jt. CGA (PFMS) would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made on time or the items/articles supplied by the firm are deficient in quality in any way or found not up to the mark.
58. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.
59. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Department.
60. The PFMS reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained. Before submission of the bid, enquiry can be done over phone/through correspondence.
61. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Jt.CGA (PFMS) or any Joint Secretary level officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the PFMS, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Jt. CGA (PFMS) shall act as arbitrator. The decision of the Jt. CGA (PFMS) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/ New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.
62. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for time being in force, shall apply to arbitration proceedings under this Clause. The cost of arbitration will be borne by both the Parties in equal proportion.

63. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.
64. The validity of bids will be 90 (Ninety) days from the date of opening of the tender in the instant tendering process. Further extension of validity of bid will be at the discretion of Jt. CGA (PFMS), but the bidders would be asked for their opinion on the same if the validity period is to be extended.
65. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquires relating to rejection of bids would be considered for reply/consideration only until sixty (60) days after the date of award of contract.
66. The consolidated rates for the above items should be quoted after inspecting the present condition of Buildings. If needs be, the bidder may come for inspecting the relevant office buildings.
67. If the items/parts supplied found faulty or injurious to the health of human being or below standards cost will be imposed on the contractor and this amount will be deducted from the pending bill of the firm or security deposit as the case may be.
68. In case of any deficiency in service, a penalty of 5% of the total amount of the bill for the relevant period will be imposed.
69. The owner/authorized representative of the successful Bidder should be available on his direct telephone and also on mobile phone.
70. The firm shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wages laws in force in a NCT of Delhi and the Council shall not be a party to any dispute between the firm and workers.
71. If the work of the firm is found unsatisfactory or if the firm dishonour contract, the job will be entrusted to any other firm/party to the risk/expense of the awardee firm.
72. In the matter of the instant tendering process, the decision of this Dept. Shall be final and binding on the contractor.
73. The man power deployed by the successful bidder may also be engaged in other activity like shifting of office furniture/other electrical/stationary items/ computers etc. or any other work assigned to them from time to time by the Competent Authority.

(J. P. Sharma)
Sr. Accounts Officer (Admn.)

Technical Bid Qualification Criteria

1. From the time the Bids are opened to the time the Contract is awarded, the Firms should not contact the Authority on any matter related to its Technical and / or Financial Proposal. Any effort by Firms to influence the Authority in the examination, evaluation, ranking of Bids, and recommendation for award of Contract may result in the rejection of the Firm's Bid.
2. The Authority has constituted a Tender Evaluation Committee (TEC) which will carry out the entire evaluation process.
3. TEC while evaluating the Technical Bids shall have no access to the Financial Bids until the technical evaluation is concluded and the competent authority accepts the recommendation.
4. The TEC shall evaluate the Technical Bids on the basis of their responsiveness to the Terms and Conditions of Tender and by applying the evaluation criteria. Evaluation of the Technical Bids will start first and at this stage the financial bids will remain unopened.
5. Financial bid of only those firms who are technically qualified shall be opened publicly, in the presence of the Firm's representatives who choose to attend.
6. The Tendering Agency /Firm must fulfil the following technical specifications in order to be eligible for clearing the technical evaluation of the bid:
 - a) The Office of Agency/ Firm/ Contractor should be located either in Delhi/New Delhi. The proof of address is to be attached with bid documents.
 - b) In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) should be furnished and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The self attested copy of the certificate of registration of firm should also be furnished along with the bid documents.
 - c) The Firm/Agency/Company/Contractor should have an experience of at least three years in providing the services of Housekeeping, in the Ministries/Departments of Government of India or State Government/Statutory Bodies/PSUs.
 - d) Documents supporting the experience of the Firm/Agency/Company/Contractor for providing the services of Housekeeping only, should be attached with the Technical Bid Documents.
 - e) A certificate of satisfactory performance for providing the services of Housekeeping from the concerned Ministries/Departments of Government of India or State Government/Statutory Bodies/PSUs should be attached with the Technical Bid Documents.
 - f) The supporting documents of experience and satisfactory performance certificates other than providing the services of Housekeeping will not be considered.
 - g) The average turnover of the bidder in this sector must not be less than Rs 30,00,000/- (Rupees Thirty Lakh Only) in any of the last three financial years from 2013-14 to 2015-16. A copy of turnover statement duly certified by the Chartered Accountant is to be furnished with the bid documents.
 - h) Copies of the IT returns of last three financial years, i.e. 2013-14, 2014-15 and 2015-16 should be furnished with bid documents.
 - i) The Firms/ Agencies/ Contractors should have their bank accounts in the names of Firms/ Agencies/ Contractors. The self-attested copies of the Passbook/ Bank Statement of the Bank shall be attached with bid documents.

- j) The interested Firms/ Agencies/ Contractors should be registered with the concerned authorities dealing and with ESI, EPF and Service Tax/Income Tax, Work Contract Tax & Labour Licence. It must comply with all relevant Laws and Rules may by these authorities. Payment shall be conditional on fulfilment of the provisions of these authorities. Self-attested copies of all the above registrations shall be attached with the bid documents.
- k) Self-attested copy of the PAN card of the bidding Firms/ Agencies/ Contractors shall be attached with the bid document.
- l) The Firms/ Agencies/ Contractors should not have been blacklisted by any Ministry/Department of the Government of India. The tendering Firms/ Agencies/ Contractors shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned. The affidavit should be attached with bid documents.
- m) The firm / agency / company / contractor must undertake to provide clearance from police authorities in respect of the persons deployed. The Undertaking should be attached with bid documents.
- n) The tendering Firms/ Agencies/ Contractors shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc. The affidavit should be attached with bid documents.-
- o) A copy of the tender document duly signed and stamped by the bidder on all pages thereby conveying his/her acceptance of all the terms and conditions mentioned therein, should be submitted with the technical bid documents.
- p) If it is found that the information/ certificates furnished by the participating firm is Incorrect/Wrong or Bogus, the firm shall be blacklisted, its bids will be ignored and EMD/ Performance security will be forfeited.

PROFOMRA FOR TECHNICAL BID
APPLICATION FOR PROVIDING HOUSEKEEPING SERVICES TO PFMS, O/O
CGA, MINISTRY OF FINANCE.

Sl. No.	Criteria		Document attached Yes/ No.	Page No.
1.	Name of Agency			
2.	<i>Tender Cost Details:-</i>			
	(i) Bank Draft/ Banker's Cheque No. & Date			
	(ii) Name of the Bank			
	(iii) E-mail ID			
3.	Nature of the Agency (i.e. sole Proprietor or Partnership firm or a Company)			
4.	Full Address of Reg. Office Telephone No. FAX No. E-mail Address.			
5.	Full address of Operating/Branch Office in Delhi (i) Telephone no. (ii) FAX No. (iii)E-mail Address			
6.	Banker of Agency with full address (Attach Self-attested copies of Bank Statements/ Passbook of account maintained.			
7.	Registration No. of the Agency / Firm / Company / Contractor.(Self-attested copy of registration be attached)			
8.	PAN of the Firm. (Self-attested copy of registration be attached)			
9.	Statutory requirement :- a) Whether the Firm/ Agency/ Company / Contractor is registered with 1. Labour Department of State Government / UT Administration. 2. ESI act 1948. 3. Employees Provident Fund and miscellaneous Provision Act 1952. 4. Service Tax (Self-attested copies of registration be attached)			

10.	Annual turnover of the last three financial years from 2013-14 to 2015-16 duly certified by Chartered Accountant and Self-attested copies of I.T Returns of the Agency for financial years 2013-14 to 2015-16.			
11.	Self-attested copy of valid labour license from the appropriate authority			
12.	Documents supporting the experience of the firm (for the last three year for providing Housekeeping Services)			
13.	Self-attested copies of supporting documents and satisfactory performance certificates for providing Housekeeping Services from the organization to whom the service was provided.			
14.	A Notarized Affidavit on a Stamp Paper by the firms to pay Minimum Rates of wages to the workers engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised.			
15.	Undertaking by the firm to provide Clearance from police authorities in respect of the workers.			
16	A Notarized Affidavit on a Stamp Paper by the firm that it is not blacklisted etc.			
17.	EMD Details:-			
	(i) Bank Draft/ Banker Cheque No. & Date			
	(ii) Name of the Bank			
	(iii) Amount of Draft			

Date:
Place:

Signature of Authorized Signatory

Name

Seal firm/company:

FINANCIAL BID

(To be put in separate sealed envelope)

Financial Bid for providing "Manpower & Mechanized/Automated Housekeeping/Cleaning Services in PFMS at 3rd and 4th floor, Shivaji Stadium, New Delhi.

Sl. No.	Description	Total of rate per manpower shall not be less than the rates prescribed in accordance with Minimum Wages Act as amended from time to time otherwise bid shall be rejected. (Rates Per Month)	Pro-Rata Rate per Day(Rs.)	Pro-Rata Rate per Hour(Rs.) (Only for future reference in case we need more manpower on occasional basis).
A				
i	Charges for Manpower – 12 Housekeeping staff			
ii	Charges for manpower - 01 Supervisor			
iii	Charges for manpower – 01 Plumber			
iii	Charges for manpower – 01 Electrician			
iv	ESI @ 4.75%			
v	EPF @ 13.61%			
	Total of A			
B				
i	Charges, for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required at Annexure-IV) inclusive of agency charges, in lump sum, per month)			
	Total of B			
C				

i	Management Charges/ Agency Charges (in Rs.), (Monthly)		
	Grand Total of A, B & C (in Rs.) (Monthly)		
D			
i	Service Tax as applicable		
	Grand Total of A, B, C, D (in Rs.) (Monthly)		

Management Charges / Agency Charges should not be zero, unrealistic or left otherwise shall be rejected in light of the Ministry of Finance's extant instructions / Clarifications.

Date:

Signatures of authorized person

Place:

Name _____

Firm's/Company's Seal:

**MECHANISED CLEANING AND HOUSEKEEPING OF 3RD AND 4TH FLOOR
SHIVAJI STADIUM, NEW DELHI**

A. MECHANISED CLEANING

A1. MECHANISED CLEANING INSIDE THE BUILDING

SL NO.	NAME/NATURE OF WORK/ACTIVITY	FREQUANCY	NUMBER OF TIMES
1.	Cleaning /dusting moping of all rooms in the building including walls ceilings, furniture, fixtures, electrical items .glass and window panes etc.	Daily	Once in the morning
2.	Scrubbing and cleaning of all corridors, drinking water areas and galleries, including wet and dry mopping of the entire area.	Daily	Three times, morning afternoon and after lunch
3.	Removing of cobwebs from all rooms including conference rooms, canteens and other facilities	Fortnightly	Once
4.	Spraying room fresheners in all the rooms including conference hall, committee rooms, departmental canteens, libraries etc. and all other rooms containing special facilities	Daily	Once(M)
5.	Cleaning and mopping of staircase and main gate areas.	Daily	Twice(M & AN)
6.	Cleaning and disinfecting of all toilets/ bathrooms including floor cleaning, side wall cleaning, cleaning of washbasins and surrounding areas, mirror cleaning, commodes and urinals cleaning, dustbin clearance.	Hourly	Every hour
7.	Regular replenishment of toiletries viz. disinfectants, toilet paper, liquid ,soap, naphthalene cakes/balls, odonil etc. in the toilets/ bathrooms	Daily need basis	To be replenished whenever the item is exhausted
8.	Minor repairs in bathrooms/ toilets like repair and replacement of leaking water/ sanitary tubes and taps and repairs of flushes and commodes.	On need basis	----
9	Cleaning of all lifts in the building	Daily	Once(M)
10.	Deep cleaning of floor and surface area including all corridors and staircases on weekends.	Weekly	On weekend i.e. Saturday / Sunday and as when required by dept.
11.	Height cleaning i.e. cleaning of domes at gate and other high ceiling points.	Monthly	Once
12.	Polishing of wooden floors and panelling	Quarterly	Once
13.	Cleaning of jaals and chajjas	Weekly	Once
14.	Spraying of mosquito repellents	Daily	Once
15.	Cleaning of the conference/ committee halls where meetings are held and spraying of room fresheners	Daily	This has

16.	Collection of sweeping, dustbin collections and garbage from both inside and outside premises of the building and placing them at designated disposal places.	Daily	Twice(M & AN)
17.	The garbage collection and disposal through the firm's own arrangements including transportation.	Daily	Once

1. The bidder should have following machines and equipments at Shivaji Stadium premises.

Sl. No.	Description	Quantity
1	SCRUBBING MACHINE	1
2	AUTO SCRUBBER MACHINE	1
3	WET/ DRY VACCUM MACHINE	1
4	HIGH PRESSURE JET	1
5	WRINGER TROLLEY	1
6	CADDY BUCKET	1
7	SINAGES	2

2. Monthly requirement of toiletries/ dispensers of good quality.

1	Kimberly clark soap pouch
2	Daffodil Toilet roll/ jumbo roll
3	Wintex/ Daffodil tissue box
4	Kimberly Clark-C Fold towel-1150
5	Kimberly Clark C- Fold towel dispenser
6	Kimberly Clark jumbo roll dispenser
7	Kimberly Clark soap dispenser

3. List of cleaning materials and Aids of good quality/ eco-friendly only.

Sl. No.	Items	Sl. No.	Items
1	FLOOR DUSTER	27	SPIRAL
2	DUST CONTROL REFILL	28	TR-101 (CARPET SHAMPOO)
3	KENT MOP REFILL	29	TR-103(CARPET DETERGENT)
4	DUSTER WHITE	30	D-7 (STAINLESS STEEL POLISH)
5	DUSTER YELLOW	31	BRASSO
6	DETERGENT	32	MIN CREAM
7	VIM	33	MANSION POLISH
8	MULTI-CLEANER	34	Q2 (LIQUID POLISH)
9	ROOM SPRAY(PREMIUM)	35	GARBAGE BAG (BIG)
10	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11	ODONIL	37	TOILET BRUSH

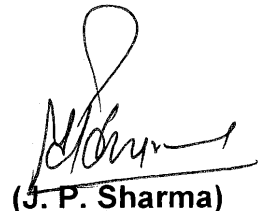
12	U. CUBES	38	HAND BRUSH
13	N. BALLS	39	CARPET BRUSH
14	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16	PLASTIC SCRUBBER	42	KENT MOP
17	SPONGE	43	FLOOR BRUSH WITH HANDLE
18	SOFT BROOM	44	DUST PAN
19	HARD BROOM	45	BUCKET
20	BAMBOO BOOM	46	FLOOR WIPER
21	FEATHER BRUSH	47	GLASS WIPER- UNGER
22	CLEANZO / PHYNYL	48	VACUUM PUMP
23	R1 (BATHROOM CLEANER)	49	COLIN DIPENSER
24	R2 (GLASS CLEANER/COLIN)	50	GLOVES(PB/HB)
25	R4 (FURNITURE CLEANER)	51	SAFETY SHOES
26	R6 (TOILET CLEANER)		



(J. P. SHARMA)
Sr. Accounts Officer (Admn.)

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D in original along with Bid Document.
2. Tender Cost in original along with Bid Document.
3. Proof of Registration of the Agency/Firm/Company.
4. Proof of Sole Proprietor or Partnership Firm or a Company.
5. Proof of Registered Office / Branch Office of company / firm/ agency in Delhi/New Delhi/NCR.
6. Proofs of own Bank Account, TIN, PAN, VAT/Sales Tax Registration and the copy of the Income Tax return for the years 2013-14, 2014-15 and 2015-16.
7. Proof of Registration with Labour Deptt., ESI, EPF, Service Tax.
8. Annual Turnover of the last three financial years from 2013-14, 2014-15 and 2015-16 duly certified by Chartered Accountant.
9. Self Attested copy of valid labour license from the appropriate authority.
10. Documents supporting the experience of the firm(for the last three year for providing Housekeeping Services).
11. Self-attested copies of supporting documents and satisfactory performance certificates for providing Housekeeping Services from the organization to whom the service was provided.
12. Self attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender.
13. A Notarized Affidavit on a Stamp Paper by the firm to pay Minimum Rates of wages to the workers engaged as per applicable orders of Govt. of NCT Delhi and to enhance the rates, as and when it is revised.
14. Undertaking by the firm to provide clearance from police authorities in respect of the workers.
15. A Notarized Affidavit on a Stamp Paper by the firm that it is not blacklisted etc.
16. Certificate that the services of the firm has not been terminated by O/o CCA, New Delhi before the expiry of the contract during last three years.
17. If the bidder is exempted from submission of EMD and Tender Cost, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.



(J. P. Sharma)
Sr. Accounts Officer (Admn.)

Proforma towards Performance Security

Ref. No. _____ Bank Guarantee No _____

Dated _____

To

Public Financial Management System

Dear Sirs,

1. In consideration of **Public Financial Management System**, _____ (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. _____ dated _____ (hereinafter called 'the Contract' which expression shall include all the amendments there to) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and PFMS having agreed that the Contractor shall furnish to PFMS a performance guarantee for Indian Rupees for the faithful performance of the entire contract.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at

_____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./- _____ (in figures) [Indian Rupees/- (in words) _____] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by PFMS on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by PFMS in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that PFMS at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that PFMS may have in relation to the Contractor's liabilities.

4. The Bank further agrees that PFMS shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in PFMS against the said Contractor(s) and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of PFMS or any indulgence by PFMS to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of PFMS under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till PFMS discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of PFMS or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./ (in figures) _____ [Indian Rupees/- (in words) _____] and our guarantee shall remain in force until _____. In case of any extension of contract, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of PFMS under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of PFMS under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of 20 at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name and official
address (in legible letters)

WITNESS NO. 2

(Signature)

Full name and official
address (in legible letters)