

F.No.17-18/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
S&S Section

Room No. 123-C, Shastri Bhawan, New Delhi – 110001

Dated the 9 November, 2012

Subject : Tender for award of contract for providing services of 18 nos. of Sweepers/Farashes in the Department for housekeeping Job – regarding.

The Ministry of Human Resource Development invites sealed quotations for award of contract for providing services of 18 Nos. of Sweepers/Farash in the Department for attending the job related to cleanliness of rooms in the Ministry of Human Resource Development for a period of one year.

2. Only registered, bonafide and reputed firms having an annual turnover of Rs.50.00 lakh. (Rupees fifty lakh) or above during the last three years and having requisite competence/capacity to handle jobs relating to cleanliness and general maintenance of large complexes in Govt. Ministry/Departments/Autonomous bodies/PSUs etc., are eligible to participate in the tender process. The firm must be registered with ESI, PF, Service Tax, Labour License, PAN with the concerned authorities. Copies of all of these documents are required to be enclosed with the bid.
3. The firm should have at least three years experience and should have undertaken such work with at least three such organizations during the last 3 years.
4. A firm having ISO certification in this field would get priority consideration.
5. 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 the concerned Ministries/Departments/Semi-Govt. bodies/PSUs etc. A list of all the jobs undertaken so far by the firm may be attached separately.
6. The contractor shall ensure clean uniform to all personnel, who shall wear the same while at work.
7. The Ministry of Human Resource Development will have no liability whatsoever concerning the persons deployed by the tenderer for the purpose. The successful tenderer shall keep the Ministry indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by the tenderer/its staff.

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8. 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.
9. While applying for tender, the intending tendering firms shall have to furnish tender authority, proof of the pre-qualification, experience, antecedents, financial standing valid ESI, PF, Service Tax, Labour License, PAN etc. Duly filled tender forms should be submitted along with a **crossed demand draft / pay order of a value of Rs.25,000/- (Twenty five thousand only) towards Earnest Money Deposit (EMD), drawn in favour of PAO (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi.**
10. The tender form completed in all respect in double sealed cover superscribed "QUOTATIONS FOR PROVIDING SERVICES OF EIGHTEEN NOS. OF SWEEPER/FARASHES" should be put in the **Tender Box, placed at Information and Facilitation Centre (IFC) of the Ministry at Gate No.6 Shastri Bhawan, New Delhi by 3.00 P.M. on 30th November, 2012. The quotations will be opened on the same day at 3.30 P.M. on 30th November, 2012** in Room No.123-'C' Shastri Bhawan, New Delhi in the presence of representatives of the firms, if any.
11. The tenders received without EMD in the above said manner or the Tender incomplete in any respect shall be summarily rejected. The EMD of all the firms other than the successful tenderer will be returned after the finalization of contract. The EMD of successful tenderer would be returned only after all other formalities regarding award of contract are completed and after the security deposit is deposited with the Department.
12. The successful bidder / tenderer, on acceptance of the contract shall have to deposit a security deposit amounting to 5% of the annual value of the contract through FDR from any nationalized bank, duly pledged in favour of PAO (Education), Department of Higher Education, Ministry of Human Resource Development, Shastri Bhawan, New Delhi within ten days from the acceptance of offer. The security deposit is refundable only after successful completion of the contracts.
13. Tenders incomplete in any respect are liable to be rejected without assigning any reason.
14. The number of workers may increase or decrease at the sole discretion of the Ministry.
15. Pre mature withdrawal of the tender by the tenderer shall result in forfeiture of the earnest money.
16. The Ministry have the right to accept or reject any or all tenders without specifying any reason(s) thereof.

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17. Payment of the contractual value, in appropriate proportion, shall be released every month based on the performance of the firm in the preceding month.

18. The firm will have to follow the terms and conditions of prevailing Minimum Wages Act in force. The firm will be responsible for timely payment to the workers deployed by them which should be in accordance with the Labour Laws and Minimum Wages Act. The firm will have also to follow all the prevailing statutory requirement related to the matter. The Ministry will not be responsible for any violation of statutory requirement not followed by the firm as per the prevailing laws of the Government and it will be the sole responsibility of the firm to comply with such laws of the Government.

19. The Ministry reserves the right to review the performance every three months or whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case the performance and the service rendered by the contracting firm is found to be un-satisfactory. The decision of the Ministry shall be final and binding on the contractor.

20. 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 whole of the period of the contract and no upward revision will be allowed during the period of the contract under any circumstances (except increase in minimum wages and proportionate increase in ESI/EPF etc. declared by the Government).

21. The firm should submit an undertaking that the workers deputed by them for undertaking the housekeeping works in this Ministry would not be paid below minimum wages rates stipulated by the Govt. from time to time. This undertaking should also be submitted within 3 days of the issue of the contract award letter to the successful bidder/tenderer.

22. The bidder should furnish the details in the enclosed proforma at Annexure. They are also required to furnish desired documents as indicated in preceding paragraphs.

23. All rates must be only in duly typed letters. No handwritten rate will be considered.

Scope of work

- a) Cleaning of premises including office rooms, conference room by sweeping mopping; cleaning of wooden floor/carpets in areas covered with carpets or having wooden floor and 5 personal toilets attached with rooms.
- b) Dusting and cleaning of doors, windows furniture, ventilators blinds, benches and removing of cobwebs etc. and removal of garbage.
- c) The contractor will carry out all the above work on daily basis from 7.30 AM to 4.00 PM on all working days and Saturdays or as required by this Ministry.
- d) Cleaning glasses of doors, windows, ceiling fans, blinds, carpets and ventilators of all areas specified.
- e) The Sweepers/Farash will report for duty to the Caretaker of the Department.

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- f) The duty timings of the Sweepers/Farashes will be from 7.30 A.M. to 4.00 P.M. on all working days. Appropriate lunch timing will be provided to them as per the law of the Govt.
- g) In case of absence/leave of any Sweeper/Farash, the firm shall provide the services of another sweeper/farash in his place. The numbers of Sweepers/Farash on each working day will be 18 in any case.
- h) The persons so deputed should not be shifted to other work places/work and would be marking the attendance in the register maintained for this purpose.
- i) The Sweeper/Farash can be deployed by the Caretaker to some other works also related to the house keeping jobs.

Sanjeev
-9/11/12
(Sanjeev Shrivastva)

Under Secretary to the Govt. of India
Tele: 23073109

Copy to :

1. Programmer (CMIS) – for uploading the said tender on the website of Department for wide publicity.
2. CPP Portal of the Government of India.
3. All Ministries/Departments of Govt. of India.
4. Firms as per list attached.

TENDER FOR PROVIDING SERVICES OF 18 NOS. OF SWEEPERS/FARASHES IN THE DEPARTMENT FOR HOUSEKEEPING JOBS

| | | | |
|-----|---|--|----------------------------------|
| 1. | Name & Address of the Agency/Firm | | Page No. of the copy of document |
| 2. | Name of the Proprietor/Partners of the Agency/Firm and telephone number | | |
| 3. | Whether registered under Companies/Indian Partnership Act)/whether a proprietary firm : (Please specify as the case may be) | | |
| 4. | Annual turnover of Rs.50.00 lakhs per year of the firm with proof for the last three years (copy to be enclosed) | (i) 2009-10 : (ii) 2010-11 : (iii) 2011-12 : | |
| 5. | Solvency certificate from any Nationalized Bank of Rs.50.00 lakhs (copy to be enclosed). | | |
| 6. | Registration No. of the Agency/Firm (copy to be enclosed) | | |
| 7. | ESI Code No. (copy to be enclosed) | | |
| 8. | EPF Code No. (copy to be enclosed) | | |
| 9. | PAN No. (copy to be enclosed) | | |
| 10. | Service Tax No. (copy to be enclosed) | | |
| 11. | Labour Licence No. (copy to be enclosed) | | |
| 12. | Details of EMD | Amount : Demand Draft/Pay Order No. Drawee Bank | |

Rates Payable to Sweeper/Farashes per month inclusive of holidays/weekly off and other statutory dues/taxes/service charges etc. (Kindly give break-up with details)

| | | |
|----|--|--------------------------------|
| 1. | Minimum wages | Per month per person (in Rs.) |
| 2. | ESI Contribution | |
| 3. | PF/EPF Contribution | |
| 4. | Any other statutory charges, if any, levied by Govt. | (i) (ii) (iii) |
| 5. | Total per month per person | |
| 6. | Contractor's profit per month | |
| 7. | Gross total for 18 (eighteen) workers per month | |

Date :

(Name and signature of authorized person)

Sanjiv
- 9/11/12