

No. D-31013/08/2017- Ad.III
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi.
Dated 28.07.2017

e-TENDER NOTICE

e-Tenders are invited for cleanliness of common areas like corridors, staircases, toilets, open areas and rooms in the premises occupied by the Ministry of Home Affairs and the Department of Personnel & Training in North Block as well as the premises occupied by this Ministry at Mayor Dhyan Chand National Stadium(MDCNS), NDCC-II, Jaisalmer House and Lok Nayak Bhawan. The Maintenance contract will be valid for a period of 12 months beginning from 1st September, 2017.

2 The Tender shall be accepted under Two Bid System. The interested firms have to submit the Technical Bid and Financial Bids online in the prescribed proforma through e-procurement portal <http://eprocure.gov.in/eprocure/app> only. Tenders sent by any other mode will not be considered and the same will be rejected summarily. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

3. The Earnest money Deposit(EMD) of Rs. 3,00,000/- (Rupees Three lakh only) in the form of Demand Draft drawn in favour of DDO(Cash), Ministry of Home Affairs, New Delhi has to be submitted to the Under Secretary (Ad-III), MHA, New Delhi (Hall no-2, Ground Floor, Jalebe Chowk, North Block, New Delhi) by 2.00 P.M. till 20.08.2017. Earnest Money which will be refunded to unsuccessful tenderers/ bidders after finalization of the contract. After award of contract the contractor has to deposit 10 % of total contract annual value as Performance Security Deposit.

4. The interested parties can inspect the premises between 11.00 A.M. to 1.00 P.M. on any working day between 01.08.2017 to 18.08.2017 to assess the volume of work involved in North Block, MDCNS, NDCC-II, Jaisalmer House (Man Singh Road) and Lok Nayak Bhawan (Khan Market). They may contact Section Officer (Ad.III) on telephone No. 23093284 or Caretaker, North Block on telephone No. 23092011 extn. 285, Caretaker NDCC-II building, on tel no-23438052, MDCNS and Jaisalmer House on tel. no. 23074184 during office hours on any working day for ascertaining the job requirements and any other additional information/clarification required by them.

5 All entries in the tender form should be legible and filled clearly. if the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and uploaded. No correction either in the Technical Bids or Financial Bids is permitted.



6. Conditional bids shall not be considered and will be rejected summarily.
7. The Technical Bid shall be opened online on the scheduled date and time at 11.00 AM. On 21.08.2017.
8. The Financial Bid of only those tenderer will be opened who qualify in the technical bid. The Financial Bids of only those bidders who qualify in the technical bid will be opened by the Tender Evaluation Committee (TEC).
9. No bidding firm will be allowed to withdraw its bids after technical bids have been opened. If any firm intends to withdraw after opening of technical bids its EMD will be forfeited.
10. The Ministry reserves the right to reject any or all the tenders at any time or relax/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof, any inquiry after submission of the quotation will not be entertained.
11. The tender documents can be downloaded from the websites of <http://eprocure.gov.in/eprocure/app> from 29.07.2017 to 20.08.2017 upto 2.00 P.M.





(SUNIL BAREJA)
Under Secretary to the Govt. of India.
011-23094956


Terms & Conditions

The contract will be awarded to the firm who will fulfill the following terms & conditions:

(Page numbering alongwith index showing the details of required document be enclosed and no irrelevant document be enclosed with tender)

- (i) It will be ensured that the entire assigned areas for cleaning viz. (a) Rooms, Corridors, staircases etc, and the toilets at North Block and Jaisalmer House (b) Areas occupied by the Ministry of Home Affairs and the Deptt. of Personnel & Training in the North Block (c) MDCNS, Jaisalmer House (Mansingh Road) and NDCC-II Building occupied by MHA, are kept in a perfect state of cleanliness and hygiene at all times to the total satisfaction of the Ministry of Home Affairs.
- ii) The initial sweeping and mopping of all the areas will be completed by 8.30 A.M. and repeated at 2.00 P.M. and 4.00 P.M. on all working days failing which a monetary penalty of Rs.1000/per day shall be recovered from the Contractor's Bill.
- iii) The toilets will be cleaned at least 4 times in a day, i.e. at 8.00 A.M., 12.00 Noon, 2.00 P.M. and 4.00 P.M at all the premises of this Ministry.
- iv) The Contractor shall depute his manpower in such a way that at least one male sweeper and one female sweeper are always available in each toilet for gents and ladies separately from 8.00 A.M. to 8.00 P.M. on all working days including Saturdays (except Sundays and National holidays). Similarly, at least one worker should be available on each floor, in North Block, Jaisalmer House, MDCNS and NDCC-II Building for attending to any urgent cleaning work other than the regular cleaning as mentioned in para (ii) above. A penalty @ Rs.200/- for each sweeper shall be recovered from the Contractor's bill if any worker is found missing/absent from any toilet/corridor as aforesaid.
- v) The Contractor should have requisite no. of Heavy duty Single Disc-8 Nos, Jet Pressure-8 Nos, Auto Scrubber Drier-4 Nos, Vacuum Clener-5 Nos (Heavy Duty) and Telescopic poles. The Contractor, who will be awarded the contract will have to provide contract for all the Machines before start contract. If the machines are not found to be satisfactory then the contract will be Cancelled. 
- vi) It will be ensured that appropriate type of sanitary/cleaning material suited for the cleaning of tiles, floors and stone surfaces and PVC/Linoleum surfaces etc. are used. Any damage caused to the property of this Ministry due to unsuitable cleaning material or due to the negligence on the part of the Contractor's workers will be liable to be compensated by the Contractor.
- vii) The Contractor shall be responsible for the conduct/integrity of his men and will also be responsible for any act of omission or commission on their part. He will vouch

- for their character and integrity and also provide verification certificate from local police.
- viii) The Contractor will supply fresh sets of uniform/badges, gumboots to each worker who shall wear the same while on work and also keep their uniform clean.
- ix) The Contractor shall not appoint any sub-contractor for the work under any circumstances.
- x) Electricity and water will be supplied free of cost but necessary arrangements for lead wires/cables etc. shall be arranged by the Contractor at his own cost.
- xi) All five buildings are sensitive where movements are restricted. The Contractor shall have to apply for passes well in advance for carrying out the work.
- xii) Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be responsibility of the Contractor and no representation will be entertained on this issue by the Ministry of Home Affairs.
- xiii) The decision of the Caretakers of the Ministry of Home Affairs or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the Contractor.
- xiv) The payment will be released on monthly basis through ECS/RTGS after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of every month.
- xv) The contract will be valid for a period of 12 months commencing from 1st September, 2017. However, in the event services rendered are not found satisfactory, the contract is liable to be terminated after one month's prior notice. The decision of the Ministry of Home Affairs in this regard will be final.
- xvi) The tendering Company/Firm/Agency is required to enclose self-attested photocopies, along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further. 
- xvii) The contractor should have completed at least 03 similar jobs of Rs. 50 lakhs each per annum in Govt. Department/PSU/State Govt in the last three years.
- xviii) The contractor must submit affidavit stating that there is no criminal case pending either against the firm or owner/partners/directors.
- xix) The contractor must enclose attested copy of ESI registration, P.F. registration, PAN No. Shop establishment act, registration of individual/Partnership Firm/Company etc, latest ESI/PF challan to be enclosed. Otherwise tender will not be considered for financial bid.

- xx) The contractor must enclose GST registration Certificate.
- xxi) The contractor must be registered under Contract Labour Act.
- xxii) The contractor must have a total turnover of Rs. 2.5 Crores per annum for the last three years and copies of Balance sheets for the last three financial years duly attested by Chartered Accountant be enclosed.
- xxiii) The contractor should produce a solvency certificate from a scheduled bank/nationalized bank of Rs 1 crore which should not be issued before March, 2017. The solvency certificate should clearly mention Solvency Certificate, amount, date of issue and satisfactory conduct.
- xxiv) The firms should take special care to prepare the Technical bids. Omission of any of the demanded documents may result in the rejection of their bid. They should go through the tender document thoroughly and submit their quotations only if they meet all the conditions of this Ministry.
- xxv) By virtue of this contract, no relationship of employees and employer will be created between the labours so deployed and this Ministry. It will be the sole responsibility of the service provider to pay salary and other perks to its workers in time and no complaints by any of its workers in this regard will be entertained by this Ministry.
- xxvi) It is obligatory on the part of the contractor/firm to ensure that wages paid to workers/labours are not less than the minimum wages fixed by the Government, from time to time and meet other statutory requirements. In case of revision of rates prescribed by the appropriate authority as minimum wage, revision of rates to the extent of increase/decrease in the minimum wage will be considered by this Ministry. 
- xxvii) The organization must provide clearance from police authorities in respect of the workers. This Ministry reserves the right to reject those not cleared by Police.
- xxviii) The Contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee every month.
- xxix) The payment to the persons deployed will have to be made by selected firm only through ECS. Any violation of the minimum wages Act will be taken seriously and Department reserve the right to cancel the tender.
- xxx) The contractor must submit affidavit stating that the agency is/has not been black listed by Center/State Government/PSU. The said documents are to be scanned and uploaded with the bid documents.
- xxxi) The L1 will be decided on the basis of total charges indicated in column no.09 of Annexure 'C'.

xxxii) "Bidders are required to quote realistic rates keeping in view the minimum wages rate, applicable ESIC and EPF contribution and reasonable administrative charges, cleaning material charges, etc. Unrealistic rates quoted by the bidders shall not be considered by the Financial Bid Evaluation Committee. The bidder shall visit the site(s) to make themselves familiar with the working conditions and enclose an inspection report as per Annexure C along with technical bids. The bidders are required to quote Monthly charges on the basis of statutory requirement like (Minimum wages + ESIC+EPFO+ Admn. Charges). The charges for cleaning material should be quoted by the bidder on the basis of quality and quantity of material enumerated in the Appendix D. The quoted rate shall be exclusive of all taxes as the applicable taxes shall be paid extra and as per actual."

xxxiii) This Ministry has elaborated the service requirements vide this Ministry's terms and conditions. The successful tenderer has, however, to follow all Labour law's requirements without failing while providing the service. It may be clearly noted that it is the firm's sole responsibility to follow these laws and for any failures, the firm shall be liable. The initial period of contract is for one year. However, this period may be extended on satisfactory performance, with such amendments as may be mutually agreed to and also subject to necessary approval of the Competent Authority of this Ministry.

xxxiv) The Ministry reserves the right to cancel any or all the Tenders without assigning any reason.

xxxv) The contractor shall comply with the provisions of the following major Labour Laws:

Contract Labour (Regulation & Abolition) Act, 1970.

- a. Minimum Wages Act.
- b. Workmen's Compensation Act.
- c. Any other rules, regulations and/or Status as may be applicable to them from time to time.

xxxvi) The contractor will have to deploy at least 85 labours and 4 Supervisors for North Block, MDCNS, NDCC-II, Jaisalmer House and Lok Nayak Bhawan.



(SUNIL BAREJA)

Under Secretary to the Govt. of India

Telephone No. 23094956

SIGN OF TENDERER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS _____

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: D-31013/08/2017-Ad.III

Name of Tender / Work: - Mechanised/Automated Housekeeping/Cleaning Services in the premises of Ministry of Home Affairs .

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Report of site inspection to be submitted with Technical Bid by the bidder firm.

S.No.	Name of the firm/ bidder	
1	Address:	
2	Date of inspection	
3	Checked all the corridors in North Block, MDCNS, NDCC_II Building, Jaisalmer House and Lok Nayak Bhawan, New Delhi	Yes/no Observation if any:
4	Checked all the bathrooms in North Block, MDCNS, NDCC_II Building, Jaisalmer House and Lok Nayak Bhawan,, New Delhi	Yes/no Observation if any:
5	Checked all the rooms in North Block, MDCNS, NDCC_II Building, Jaisalmer House and Lok Nayak Bhawan, New Delhi	Yes/no Observation if any:
6	Observations if any(to be filled by the bidder	

Signature of Bidder
Date:

Countersigned
Ministry of Home Affairs

Annexure-'C'

**PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR MAINTENANCE OF
CLEANLINESS IN THE OFFICE PREMISES OF MHA**

The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:

Name of the firm & Registered address:

S.no	Description	Monthly Charges (in Rs.)
1	Current Minimum wages/labour charges as notified by NCT Government of Delhi (as per person per day) i. Supervisor ii. Labours	
2	ESI contribution	
3	EPF contribution	
4	Admin. Charges	
5	Cleaning material charges per month (As per the material list at Annexure 'D')	
6	Is Service Tax extra ? If yes, then mention the following: i. Total value of Services on which Service Tax is leviable: ii. Rate of Service Tax leviable: Total value of Service Tax leviable (per month):	(Yes/No)
7	Any other Taxes / Duties / Overheads / Other costs:	
8	Validity of bid for acceptance	120 days.
9	Total cost of maintenance of cleanliness in office premises of MHA per annum (All Inclusive) excluding taxes. Labour Charges: (85 labours & 4 supervisors) Admin. Charges: ESI: EPF: Material Charges:	(In digit) (In words)

Date:
Place

Signature of Bidder:
(Stamp)

Details of cleaning material required for providing sanitation/cleaning services in office premises of Ministry of Home Affairs, New Delhi (Monthly basis)

<u>S.No.</u>	<u>Particulars</u>	<u>Qty.</u> <u>(Nos./kg./gms/ mts/cms/doz)</u>	<u>Quoted price</u>
1	Bucket plastic 16 ltrs	20	
2	Cetronila	15	
3	C-fold napkin	60	
4	Chock Pump unique	08	
5	Clenzo 5 ltrs	50	
6	Colin 500 ml	40	
7	Dettol Liquid Soap 250ml	40	
8	Dust control Mop big 60 cms	20	
9	Duster floor(30 x 30) special	150	
10	Duster white (20 x 20)	100	
11	Dust pan	20	
12	Hand Broom 500 gms	100	
13	Harpic 500 gms	60	
14	Harpic Tab	75	
15	Hit	75	
16	Hockey brush unique	20	
17	Jala Brush	10	
18	Juna Brush	25	
19	Lathi	10	
20	Cotton Dhoti	100	
21	Liquid Soap Homocol 20 ltrs	10	
22	Liquid Soap Hand wash Fem (5 Ltrs Can)	08	
23	Lizol	100	
24	Mug 1.5 Ltrs	20	
25	N, Ball Bengal	10	
26	Odonil 100 gms	100	
27	Road Broom	10	
28	Room FreshnerCdonil 250 ml	40	
29	Soft Broom	150	
30	Steel wool	10	
31	Teepol 5 ltrs	08	
32	Toilet roll 100 mtrs	50	
33	Urinal cube 400 gmsGlamic	50	

34	Vim popular	100	
35	Wheel detergent(500 gms)	100	
36	Wiper Me. Clean Big with handle	25	
37	Urinal mat	20	
38	Yellow Duster	40	

ANNEXURE - E

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR MAINTENANCE OF CLEANLINESS IN THE OFFICE PREMISES OF MINISTRY OF HOME AFFAIRS.)

Eligibility Criteria Details to be furnished by the tenderer. Documentary Evidence required to be attached

(Compliance by the tenderer)

S.No	Details	Enclosed
1.	Annual financial turnover during the last three years, ending 31st March 2015, 2016, 2017 should not be less than Rs. 2.50 crore per annum. (along with Documentary evidence to this effect duly attested by a Chartered Accountant) (Audited Balance Sheet for the last three FYs to be enclosed.)	(Yes / No)
2.	Executed Contract/Similar job as included in this Contract with Govt. organisations, Public Sector Undertakings with single Order/Contract/Supply Orders value not less than Rs. 50 LAKHS each during any of the last three financial years. As documentary evidence of the eligibility criteria, copies of Rate Contracts / supply orders alongwith satisfactory contract / order execution report(s) issued by the concerned organization should be enclosed.	(Yes/No)
3.	Bidder must have valid GST Registration Certificate. And Registration Certificate of Employees State Insurance Corporation (ESIC), Employees Provident Fund Organisation (EPFO). A copy of the certificate alongwith receipt of last premium paid should be enclosed.	(Yes/No)
4.	Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.	(Yes/No)
5.	Details of Earnest Money Deposit (EMD) as per details given in RFP/TE. (Indicate DD, amount, date of issue and issuing Bank/Branch). EMD to be submitted in original.	(Yes/No)
6.	Acceptance of All Terms & Conditions of the RFP/TE.	(Yes/No)
7.	Copy of Labour Licence	(Yes/No)
8.	A list of Government Sector clients along with satisfactory performance report from at least three of them	(Yes/No)
9.	A certificate of at least three years of experience in providing housekeeping services in Government offices as on 31.03.2017	(Yes/No)
10.	A documentary proof or declaration for training of workers to be employed in MHA	(Yes/No)
11.	Site inspection report	(Yes/No)

Date:
Place:

Signature of Bidder
(Stamp)

No. 31013/08/2017-Ad.III
Government of India
Ministry of Home Affairs

New Delhi, Dated: 31st July 2017

CORRIGENDUM

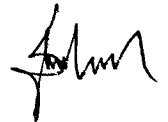
(e-Tender Notice)

Sub: -Mechanized/Automated housekeeping Cleaning Services in Ministry of Home Affairs

The undersigned is directed to refer to this Ministry's e-tender notice of even number dated 28th July 2017 on the above mentioned subject and to say that the dates for online submission of bids, its opening and deposit of EMD may be read as per the details given below:

For	Read
Date of Issue of Tender Document 28/07/2017	Date of Issue of Tender Document 29/07/2017 09:00AM
Tender Documents/Bid Submission End Date and Time 20/08/2017 02:00PM	Tender Documents /Bid Submission End Date and Time 21/08/2017 11:00AM
Last Date and Time for submission of Earnest Money Deposit (EMD):20/08/2017 2:00PM	Last Date and Time for submission of Earnest Money Deposit (EMD):21/08/2017 11:00AM
Technical Bid Opening Date and Time: 21/08/2017 11:00AM	Technical Bid Opening Date and Time: 22/08/2017 11:00AM

2. The other Terms and conditions of tender remains same.



(Sunil Bareja)

Under Secretary to the Govt. of India