

F.No.29-2/2014-Genl
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi-110 001
Dated 21st November 2014

To

As per list attached

Subject: Tender for award of Annual Maintenance Contract (AMC) for providing services of Sweepers/Farashs in the Ministry of Women and Child Development for housekeeping job – regarding.

The Ministry of Women and Child Development invites sealed quotations for award of contract for providing services of 14 numbers of Sweepers / Farashs including one Supervisor and one female sweeper for attending the job related to cleanliness of office premises as per details given in **Annexure-I** for a period of one year.

2. Only registered, bonafide and reputed firms having sufficient annual turnover during the last three years and having requisite competence/capacity to handle jobs relating to cleanliness and general maintenance in Government Ministries/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, and PAN with the concerned authorities. Copies of all relevant documents are required to be enclosed with the bid.
3. The firm should have at least three (03) years experience and should have undertaken such work with at least three such organizations during the last three years.
4. A firm having ISO certification in this field would get priority consideration.
5. The contract shall remain in force for a period of one year. The same can be extended as per the requirement of the Ministry depending upon the satisfactory performance of the firm.
6. The Ministry of Women and Child 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 and its staff.
7. 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 the firm for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
8. The deployment of workers by the agency shall be made only after verification of their character and antecedents through Police authorities by the contractor.

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9. An earnest money of Rs.40,000/- (Forty thousand) should be submitted along with the tender in the form of Demand Draft / Pay Order drawn in favour of Pay & Accounts Officer (WCD), Ministry of Women and Child Development, Shastri Bhawan, New Delhi. Tender not accompanied with requisite earnest money will be rejected outrightly without assigning any reasons/entertaining any correspondence. The earnest money of unsuccessful tenderer will be refunded without accrual of any interest in due course of time. The EMD of successful bidder will be returned after all other formalities regarding award of contract is completed and submission of requisite performance security.
10. The successful bidder/tenderer, on acceptance of the contract shall have to deposit a performance security of Rs.75,000/- in the form of DD/Pay Order from any nationalized bank in favour of PAO (WCD), Ministry of Women and Child Development, Shastri Bhawan, New Delhi or Bank Guarantee within ten days from the acceptance of offer. The performance security deposit will be forfeited, if any deviation by the contractor is found from the instructions given by the Ministry. After expiry of contract, the same will be refunded after deduction of dues, if any, without any interest.
11. Income Tax and Surcharge (TDS) as applicable as per rule shall be deducted from the bills.
12. The agency shall be prompt in making replacement in case any person is not available on duty or found unsuitable for duty. Agency shall promptly arrange additional staff whenever required by the Ministry.
13. The agency shall ensure decent behavior of the persons deployed inside the office premises and enforce prohibition of consumption of alcoholic drinks, pan, smoking and tobacco or any other prohibited substance.
14. In case any of the person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any unlawful activity including riots or disorderly conduct, the agency on the order of the Ministry shall immediately withdraw such person from the premises of the Ministry.
15. All the cleaning materials/equipments would be provided by the contractor including phenyl, detergents, disinfectants, dusters, brooms, acid, deodorants, etc.
16. Tenders incomplete in any respect are liable to be rejected without assigning any reason.
17. The number of workers may increase or decrease at the sole discretion of the Ministry.
18. Pre-mature withdrawal of the tender by the tenderer shall result in forfeiture of the earnest money.
19. The Competent Authority in the Ministry reserves all right in this behalf including the right to reject or partially accept any or all tenders and to modify any or all the terms and conditions stipulated without specifying any reason (s).

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20. At the end of every month, the agency shall submit to the Ministry pre-receipted and stamped bills along with a copy of the attendance register for the month, duly certified by the authorized representative of the Ministry and documents for complying with the provisions of clause above. The payment would be arranged from the Pay & Accounts Office, Ministry of Women and Child Development through ECS. In case of failure of the agency in providing the service of the person on particular day or in the cases of deployed persons absence from duty, proportionate deduction shall be made from the bill/performance security deposit.
21. 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.
22. The Ministry reserves the right to review the performance every three months or whenever a need arises, and also to terminate the contract 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.
23. 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.
24. The firm should submit an undertaking to the effect that workers deputed by them for housekeeping works in this Ministry would not be paid lower than the minimum wages as stipulated by the Government from time to time. This undertaking should also be submitted within three days from the date of issue of contract award letter to the successful bidder/tenderer.
25. In case any lapse in the work is noted, it will result in a penal deduction from the bills/performance security deposit of the agency. The penalty shall be decided by the Ministry.
26. The Ministry also reserves the right to levy any penalty for breach of any of the conditions of the contract by the agency including forfeiture of the security deposit, deduction from the monthly bills of the agency and call for fresh tender. The decision of the Ministry will be final and binding on the agency/contractor.
27. The agency will be required to place the services of the deployed persons under the overall supervision of the Caretaker of the Ministry, Maintenance In-charge or any representative of the Ministry and shall ensure total cooperation with him in their routine check of cleaning arrangements.
28. The agency shall maintain an attendance register of the persons deployed in the Ministry's offices located at Shastri Bhawan, Jeevan Deep Building, Jeevan Vihar Building

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and Hotel Janpath and such register must be made available once in the month to the Ministry.

29. The bidder should furnish the details in the enclosed pro-forma at **Annexure-II**. They are also required to furnish desired documents as indicated in preceding paragraphs.

30. All rates must be in typed letters only. No hand written rate will be considered.

31. The tender form completed in all respect in double sealed cover super-scribed "QUOTATIONS FOR PROVIDING SERVICES OF 12 NOS OF SWEEPER / FARASHES" should be dropped in the Tender Box mounted at the gate of Room No.629 (6th Floor), A-Wing, Shastri Bhawan, New Delhi by **11.00 A.M. on 5th December 2014**. The quotations will be opened on the same day at 11.30 A.M. in Room No.746-A, Shastri Bhawan, New Delhi in presence of representatives of the firms, if any.

Scope of Work

- (i) Proper, effective and frequent cleaning, washing and sweeping of toilets, floors, sanitary fittings including removal of chockages and garbage.
- (ii) Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall partitions, doors, windows etc.
- (iii) Spraying of air freshener in the toilets on regular basis.
- (iv) Filling of liquid soap in the soap containers in toilets. At no time, the liquid soap dispensers shall be left empty.
- (v) Emptying of waste paper/refuse from waste paper basket/buckets and other places.
- (vi) The refuse/garbage shall be disposed off at the approved garbage point after proper sorting of bio-degradable and non bio-degradable garbage.
- (vii) Proper and effective cleaning of all doors, windows, handles and knobs of toilets.
- (viii) All rooms & toilets should be kept clean (spick & span) and odorless at all times.
- (ix) Proper and timely cleaning of the urine pots and putting in sufficient quantity of deodorants/disinfectants like naphthalene balls so that the toilets blocks are kept free from foul smell.
- (x) The housekeeping personnel should be well behaved and wear neat and clean uniform during their duty. Each of the personnel should also be issued identity cards by the firm.
- (xi) The contractor will carry out all the above work on regular basis from 7.30 AM to 4.00 PM on all working days and Saturdays or as required by the

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Ministry. Appropriate lunch time will be provided to them as per Government rules.

- (xii) Cleaning of toilets at least three times a day i.e. 8.00 AM, 12.30 PM and 4.00 PM.
- (xiii) Sweepers will do dusting of table, chairs and steel racks daily before 9.00 AM. On holiday, dusting by vacuum cleaner is to be carried out which shall be provided by the firm.
- (xiv) Cleaning glasses of doors, windows, ceiling fans, blinds, carpets and ventilators of all areas specified.
- (xv) The Sweepers/Farash will report for duty to the Caretaker of the Ministry.
- (xvi) The duty timings of the Sweepers/Farashes will be from 7.30 AM to 4.00 PM on all working days. In case of absence/leave of any Sweeper/Farash, the firm shall provide the services of another sweepers/farash in his place. The numbers of Sweepers/Farashes on each working day will be 14 in any case including one supervisor and one female sweeper.
- (xvii) 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.
- (xviii) The Sweeper/Farash can be deployed by the General Section of the Ministry/Caretaker to some other works also related to the housekeeping jobs.

Yours faithfully,

Shailendra Kureel
(Shailendra Kureel)
Under Secretary to the Government of India
Tel.23382676

Copy to:

1. Senior Technical Director, NIC for uploading the tender on Ministry's website for wide publicity.
2. CPP Portal of the Government of India
3. All Ministries/Departments of the Government of India
4. Firms as per list attached.

FLOOR-WISE ROOMS OF THE MINISTRY OF WOMEN AND CHILD DEVELOPMENT
AT SHASTRI BHAWAN, JEEVAN DEEP BUILDING, JEEVAN VIHAR BUILDING AND
HOTEL JANPATH

SHASTRI BHAWAN

Ground Floor

1.	Crech and IFC Sections	Garrage No.17,
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2nd Floor

S/N	Officer/Section	Room No (s)
1.	PAO (WCD)	244, A-Wing
2.	CW-II	253, A-Wing

3rd Floor

S/N	Officer/Section	Room No (s)
1.	DS (G)	305, B-Wing
2.	Dir (RPP)	306, B-Wing
3.	CPSU/ICPS	307, B-Wing
4.	O/o AS (PS)	308, B-Wing
5.	AS (PS)	309, B-Wing
6.	Six USs	310, A-Wing
7.	EA (A)	312, A-Wing
8.	Dir (LM)	303, A-Wing
9.	JS (SAK)	305, A-Wing
10.	JS&FA	306, A-Wing
11.	STEP, Swadhar, CSWB Sections and two USs in the cabin	307, A-Wing
12.	O/o EA (A), two USs in two cabins, O/o JS (SAK) – 3 cabins, Hindi Sections	313, A-Wing
13.	WW Section	314, A-Wing
14.	Corridor between Room No.303 to 314, A-Wing	
15.	Two (02) toilets (Ladies & Gents)	
16.	Minister (WCD) with attached toilet, Conf. room, Visitors room, PS room, OSD room, O/o Minister (WCD), Addl. PS & APS room, 1st PA cabin. Ladies & Gents toilets.	353, A-Wing

4th Floor

S/N	Officer/Section	Room No (s)
1.	Two USs	434, A-Wing

6th Floor

S/N	Officer/Section	Room No (s)
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1.	Secretary (WCD) with attached toilet	601, A-Wing
2.	O/o Secretary (WCD)	602, A-Wing
3.	Secretary (WCD)'s Visitors Room	Adjacent to 601, A-Wing
4.	JS(MP)	605, A-Wing
5.	O/o AS	605, A-Wing (Cabin-I)
6.	O/o JS (MP)	605, A-Wing (Cabin-II)
7.	CD-I, II, III Sections and Parliament Unit	606, A-Wing
8.	JS (VJ) and O/o JS (VJ)	607, A-Wing
9.	AS	615, A-Wing
10.	Administration, Coordination, Vigilance and NIPCCD Admn. Sections	619, A-Wing
11.	Budget & IFD Sections	620, A-Wing
12.	WWH, WD&IC Sections, US (Budget), US (IGMSY), AD (NPAG) etc.	621, A-Wing
13.	Stationary Store	622, A-Wing
14.	NIC, MWCD	625, A-Wing
15.	CW-I and Media Sections, US (CW-I)	628, A-Wing
16.	Cash Section	628-A, A-Wing
17.	General and CR Sections	629, A-Wing
18.	DS (SR)	632, A-Wing
19.	DS (Fin)	636, A-Wing
20.	Dir (GL)	638, A-Wing
21.	DS (CW-II)	640, A-Wing
22.	DS (CW-I)	641, A-Wing
23.	ICDS Control Room and ME Unit	644, A-Wing
24.	Joint Director	645, A-Wing
25.	Three (03) toilets (Ladies & Gents)	

7th Floor

S/N	Officer/Section	Room No (s)
1.	US (A), US (G), DD (GB) and NMEW Consultants (04 cabins)	746, A-Wing
2.	DS (Admn)	758, A-Wing
3.	JS (ISC) with staff and attached toilet	756, A-Wing
Corridor in front of these rooms		

JEEVAN DEEP BUILDING

S/N	Officer/Section	Room No (s)
1.	Record Room	Mezzanine Floor
2.	CP Section	106, 1 st Floor
3.	SO (NA)	102, 1 st Floor
4.	US (NA)	101-A, 1 st Floor
Two (02) toilets on both the floors		

JEEVAN VIHAR BUILDING (3rd Floor)

S/N	Officer/Section	Room No (s)
1.	SA	

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2.	O/o SA	
3.	Three ADs, Plan Unit	
4.	JD (Plan)	
5.	DD (Plan)	
6.	DTA (AM)	
7.	JTA (FNB)	
8.	IWEP/Priyadarshini Project	
9.	ND Section & FNB Staff	Hall
Two (02) toilets (Ladies & Gents)		

HOTEL JANPATH (1st Floor)

S/N	Officer/Section	Room No (s)
1.	Big Hall with cabins and conference room	
Two (02) toilets (Ladies & Gents)		

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ANNEXURE-II**TENDER FOR PROVIDING SERVICES OF 14 NUMBERS OF SWEEPERS/FARASHS INCLUDING SUPERVISOR TO THE MINISTRY OF WOMEN AND CHILD DEVELOPMENT FOR HOUSEKEEPING JOBS**

S/N	Particulars	To be filled in by the tenderer
1.	Name & Address of the Agency/Firm	
2.	Name of the Proprietor/Partners of the Agency/Firm and telephone number.	
3.	Annual Turnover of the firm for the last three years (copies <i>✓</i> to be attached) <i>9.17R</i>	
4.	Registration No. of the Firm/Agency (copy to be attached)	
5.	ESI Regn. No. (copy to be attached)	
6.	EPF Regn. No. (copy to be attached)	
7.	PAN/TAN No. (copy to be attached)	
8.	Service Tax Regn. No. (copy to be attached)	
9.	Labour License No. (copy to be attached)	
10.	Length of experience in the field (list of jobs undertaken in Government Ministries/Departments to be attached)	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, a certificate is to be attached in this regard.	
12.	Whether the terms and conditions, duly signed, in token of acceptance of the same is attached.	
11.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	

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Rates Payable to the housekeeping personnel per month inclusive of holidays/weekly off and other statutory dues/taxes/service charges etc. (Kindly furnish break-up with details)		
1.	Minimum Wages/Rates	Per month per person in respect of Sweeper/Farash (13 Nos) (in Rs.)
2.	Minimum Wages/Rates	Per month per person in respect of Supervisor (01 No.) (in Rs.)
3.	ESI Contribution	
4.	PF/EPF Contribution	
5.	Any other statutory charges, if any, levied by the Government.	(a) (b) (c)
6.	Material Charges.	
7.	Any other charges, if any.	
8.	Total per month per person.	
9.	Gross total for 14 (fourteen) workers per month.	

Date:

(Name and signature of authorized person with seal)

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