

No.D-20017/01/2009-Admn.II(B)  
Ministry of Science & Technology  
Department of Science & Technology

Technology Bhawan  
New Mehrauli Road  
New Delhi – 110016.

Dated the 01<sup>st</sup> December, 2009.

To

The Service Providers

**Subject: Tender for contract regarding sweeping, cleaning and general maintenance of office premises of the Department of Science & Technology Bhawan, New Delhi.**

Dear Sirs,

The undersigned is directed to invite quotations from eligible, interested and registered firms located within the NCT of Delhi for the sweeping, cleaning and maintenance of office premises of the Department of Science & Technology (Administration Block & TIFAC Block including cleaning/sweeping of internal roads of Technology Bhawan premises). Interested firms having requisite experienced manpower for sweeping, cleaning and maintenance of office premises are requested to submit their quotations for the purpose, in the attached pro forma at **Annexure-II**. Sealed quotations in the prescribed pro forma in an envelope duly super scribed “**Tender for sweeping, cleaning and general maintenance of office premises in the Department of Science & Technology at Technology Bhawan**” should be dropped in the **Tender Box for Admn.II (B) Section** kept near the Reception Office of the Ministry of Science & Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110 016, **latest by 3 PM on 15th December, 2009**. Technical bid shall be opened at 03.30 PM on the same day in the presence of the representative of the quoting firms, who may like to be present. Price bids shall be opened separately on a subsequent date (to be declared later) in respect of only those tenderers whose Technical bids are declared successful. No intimation will be given to unsuccessful parties. DD/P.O for EMD must be submitted with the Technical Bid. Tender should be kept valid for acceptance by DST for a period of 90 days i.e. upto 18<sup>th</sup> March, 2010. This tender shall be processed in two bid system viz. Technical Bid & Price Bid. Tenderers must ensure to submit both the bids in separate sealed covers duly superscribed “Technical Bid” & “Price Bid” and put these bids in the third outer cover superscribed “Tender for cleaning, sweeping and general maintenance of Technology Bhawan, DST due for opening on 15th December, 2009.”

2. The tenderer should quote their rates in figure as well as in words. Alterations unless legibly attested by the tenderer shall disqualify the tender. The tender form should be signed by the tenderer themselves. The rates should be quoted after taking into account the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Uniform etc.

3. The Department will make the statutory deductions as per Income Tax Act and any other Act/Rules prevalent at a particular point of time and as amended from time to time or as directed by Centre/State Government.

4. The award of the contract for the above period shall be governed by the terms and conditions as enclosed.

5. Quoting Firms/Companies/Concerns are requested to return this tender form duly filled in and ink signed, by their authorized, at the bottom of each page in token of acceptance of all terms and conditions. Pro forma at Annexure II for Financial Bid may not be filled up or returned with the Technical Bid and submitted in a separate cover duly sealed meant for Financial Bid.

6. DST expects that the job can be carried out by engaging six persons under the supervision of a Supervisor thus engaging seven persons for the job. Quoting parties are requested to physically inspect the premises and work out the requirements themselves for quoting their prices.

7. Tenders/Quotations received without the following information shall be considered incomplete and ignored:-

- I. NAME, ADDRESS & REGISTRATION  
NO.OF THE FIRM/ TEL NO.
  
- II. DRAFT/DD NO. & DATE. \_\_\_\_\_
  
- III. AMOUNT OF DRAFT/NAME OF \_\_\_\_\_  
THE BANK.
  
- IV. PAN/TAN OF IT DEPT. AND \_\_\_\_\_  
LATEST CLEARANCE CERTIFICATE  
(attested copy of the registration certificate to be attached)
  
- V. SERVICE TAX/SALES TAX/VAT  
REGN. NO. OF THE FIRM/COMPANY  
(attested copy of the registration certificate to be enclosed)
  
- V. MINIMUM NUMBER OF PERSONS PROPOSED TO BE DEPLOYED:

8. EXPERIENCE IN MAINTENANCE/CLEANING WORKS IN OTHER GOVT.  
DEPARTMENT/ORGANISATION:

Name of the Government Deptt./Organisation	Period of Contract
a) _____	_____
b) _____	_____
c) _____	_____

Yours faithfully

(Rajiv Mahendru)  
Under Secretary to the Govt. of India

Copy to:

1. All Ministries/Departments of Government of India. They may bring this to the notice of Contractors engaged by them for responding to this Ministry in case they are interested.
2. NIC, DST with the request to post this tender notice in DST Website.
3. Notice board.

TERMS & CONDITIONS OF THE CONTRACT FOR SWEEPING,  
CLEANING AND GENERAL MAINTENANCE  
IN THE DEPARTMENT OF SCIENCE AND TECHNOLOGY  
AT TECHNOLOGY BHAWAN, NEW DELHI.

The tender is for awarding the contract for sweeping, cleaning and general maintenance of the office premises consisting of 105 rooms, 37 cabins, 3 committee rooms, 11 toilets and corridors of Administrative Block & TIFAC Block of Technology Bhawan occupied by the Ministry of Science & Technology including brooming/cleaning of internal roads of Technology Bhawan. The detail of the job which is to be carried out is as under:

SNO.	Description of area	Job to be performed.	Frequency
(i)	Corridors & Toilets	Sweeping and wet moping with phenyl, cleanzo and harpic, etc. Intensive cleaning of toilets, floors, sanitary fitting and tiles, WCs, urinal pans, door knobs and handles, looking mirrors and wash basins including removal of chockings. Restocking of toiletries in toilets, like liquid soap, naphthalene balls, napkins, cleaning of dustbin in toilets and space of water cooler.	<b>Daily</b> at 8.00 AM, 2 PM and as and when required.
(ii)	Floors of rooms & cabins	Sweeping and wet moping with phenyl, cleanzo and harpic, etc. Removal of waste papers and any other garbage.	<b>Daily</b> at 8.00 AM and as and when required.
(iii)	Window panels, ventilators, doors, photo frames, notice boards and electrical fitting etc. in common areas of the above mentioned rooms, cabin, and conference rooms.	Cleaning, dusting, removal of cobwebs and strain removing of entire surface.	<b>Daily</b>
(iv)	Common floor areas including corridors, toilets and walls.	Complete cleaning/washing by using Vim/Nirma and scrubbing of the entire areas with appropriate machines, dusting of walls, ceiling from top downwards, removal of cobwebs, sanitary/water fixtures electrical boards, etc.	Every <b>fortnightly</b> on Saturday or Sunday.
(v)	Brooming/Sweeping of internal roads of Technology Bhawan.		<b>Daily</b>
(vi)	Removal & disposal of foliage from Technology Bhawan.		<b>Twice in a week</b>

2. The contract will be valid for a period of one year from the date of commencement. However, in the event of service rendered being found unsatisfactory or due to any other such reasons, the contract can be short closed on serving a 2 month's notice from either side. The contract period can be extended, on the same terms & conditions, on year to year basis with mutual consent of both the parties i.e DST and the contracted party.

3. Unless specified otherwise, the workers of the Firm/Agency are required to report for work to the Caretaker in-charge in Department of Science & Technology on all working days i.e. Monday to Friday and Saturday/Sunday as and when required, except National Holidays. The normal working hours shall be from **8.00 AM to 6.00 PM** daily with a break for lunch from 1.00 to 1.30 PM.

4. Rates quoted shall be on a monthly basis. Bills for payment shall be raised on a quarterly basis. The rate quoted shall be including all kinds of taxes, levies, EPF, ESI and all other expenses which will be borne exclusively by the Agency. The rate approved by the Ministry shall remain in force for the entire period of contract unless it is terminated earlier or extended subsequently by this Department.

5. In the event of any worker not being available for any reason, the Contractor shall immediately provide a substitute without any additional charge and shall ensure high standard of maintenance.

6. Each quotation should be accompanied by a Demand Draft/Pay Order of Rs. 20,000/- (Rupees twenty thousand only) drawn in favor of the DDO, Department of Science & Technology as Earnest Money. The Earnest Money shall be forfeited if the successful bidder withdraws his offer before finalizing of the contract by this Department. The Earnest Money of the unsuccessful bidders will be returned after the quotations have been opened and a successful bidder has been declared.

7. The successful Agency/Firm should furnish a bank guarantee of Rs. 20000/- (Rupees twenty thousand only) as Performance Security within a month of awarding the contract after which the Earnest Money (DD/PO) deposited will be returned to the concerned Agency/Firm . EMD deposit may be adjusted as the Performance Security Deposit, if the quoting party so declares.

8. The Department has the right to reject any or all the quotations, including the lowest or accept any quotations, without assigning any reason thereof.

9. Cleaning materials shall be arranged by the contractor himself. Besides, tools/equipments viz. scrubbing machine, tractor trolley, pipes, ladders etc. shall also have to be arranged by the contractor himself. Any extra payment shall not be made on this account. The Agency/Firm shall be responsible for the safety and maintenance of its tools and plant materials. No damages/claim of the contractor on this account shall be entertained.

10. If the service of the Agency/Firm during any calendar month is not found to be satisfactory and the Department is compelled to incur extra expenditure for its restoration/improvement, the cost of the same will be deducted from the amount due to the contractor and the decision of the department in this regard shall be final.

11. The firms are also required to furnish with their tenders the following documents, PAN/TAN of IT Department, Registration no. of the firm/tenderer/company, certificate for registration with Income Tax/Sale Tax/EPF/ESI and any other authority applicable for the present year.

12. Technology Bhawan is a restricted area, where movement and entry are restricted. The Contractor shall have to apply for entry passes well in advance for carrying out the work.

13. The standard of the sanitation shall be to the satisfaction of the authorized representative of the Department.

14. The staff/ workers of the contractor shall be polite, courteous and well behaved. The Agency/Firm shall provide sufficient sets of uniform to its employees and ensure that they wear neat and clean uniforms at all times while in premises.

15. The deployment of the worker shall be made only after verification of their character and antecedents through Police authorities by the Contractor along with Police Verification Report in respect of the workers. Keeping in view the security requirements of Government Premises, the contractor shall neither substitute nor replace the workers whose character and antecedents have already been done through Police authorities without written and explicit approval of the Department. The substitutes, to be provided should also be deployed after Police Verifications of their character and antecedents.

16. The department shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing sanitation work of this Department. Neither the contractor nor his worker shall have any claim on this Department for compensation or financial assistance on this account.

17. The Agency/Firm shall be responsible for payment of wages, etc. direct to the workers as per prevailing act/orders as applicable to the NCT of Delhi. If any dispute arises between the contractors and his manpower in the matter of wages or their service conditions, the same will be settled by the contractor and the workers engaged by them. The Department in no case will be a party to any dispute.

18. The intending tenderers may visit Technology Bhawan on 08/12/2009 to 11/12/2009 to see the site carefully before quoting the rate in the tender. On reaching the Technology Bhawan, they may contact Section Officer, Admn.II(B), Room No.12, Hall 'E' or the Caretaker between 2.30 to 4.30 PM for site visit of Technology Bhawan.

19. Under no circumstance shall the contractor appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated without any Notice by the officer-in-charge.

20. The Agency/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 currency of the contract.

21. The Agency/Firm shall comply with all legal requirement and the prevalent Rules and Regulations in force relating to Contract Labour (Regulation and Abolition) Act 1970, EPF Act, Minimum Wages Act, ESI, etc. and shall submit proof thereof.

22. If any of the documents furnished by the Agency/Firm is found to be false at any stage it would be deemed as breach of trust & terms and conditions and the Contractor/Agency/Firm shall be liable to legal/criminal action besides termination of contract.

23. In the event of any loss caused to the Department on account of negligence of the outsourced employee, the Agency/firm shall make good the loss sustained by the Department either by replacement or on payment of adequate compensation.

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**HOUSE KEEPING MATERIALS LIST**

<b>Sl. No.</b>	<b>Particular</b>	<b>Quantity/consumption expected per month (Minimum)</b>
1.	Yellow Duster (std co)	10 Nos
2.	White Duster ((std co)	15 Nos
3.	Naphthalene Ball (Trisul brand)	5 Kg
4.	Toilet Paper (Wintex/equivalent)	30 Rolls
5.	Liquid Soap (Homacol)	40 Ltrs
6.	Clenzo (Trishul/ Gainda	40 Ltrs
7.	Acid	15 Ltrs
8.	Broom Soft (Hari ram & Sons)	05 Nos
9.	Broom Hard ( Hari ram & Sons )	05 Nos
10.	Vim Powder( Nirma /fena)	07 Kgs
11.	Odonil	25 Nos
12.	Room Freshener (Odonil/Yardley)	10 Bottles
13.	Colin	5 bottles
14.	Brasso (Reckitt Benckiser)	1 Bottle
15.	Harpic	
16.	Floor Duster (Big)	20
17.	Liquid Soap (Dettol/Fem)	15 Ltrs
18.	Red urinal cube (Trisul)	20 Pkts
19.	Wiper (std co)	4 Nos
20.	T-Pol	
21.	Dry mop (Good kwality)	
22.	Road cleaning broom	04 Nos
23.	Urinal cubes	25 Pkts
24.	Brush Hockey type	06 Nos
25.	Floor cleaning Brush	04 Nos
26.	Phenyl	05 Ltrs
27.	Finit/Bagon	05 Nos
28.	Detergent Powder	02 Kg

Note: Items like Buckets, Mugs etc. shall be arranged for use by the Contractor as per requirements.

Tender No.D-20017/01/2009-Admn.II(B)

CONTRACT FOR SWEEPING, CLEANING AND GENERAL MAINTENANCE OF THE OFFICE PREMISES OF THE DEPARTMENT OF SCIENCE & TECHNOLOGY AT TECHNOLOGY BHAWAN, NEW DELHI.

**QUOTATION FORM FOR FINANCIAL BID ONLY**

1. NAME OF THE OWNER (BLOCK LETTERS) \_\_\_\_\_

2. MINIMUM NUMBER OF PERSONS PROPOSED TO BE DEPLOYED:

3. Name of the cleaning items( **Branded products as specified**) and the minimum quantity to be used **per month** for cleaning purposes.

S. No.	Item	Quantity

4. Lump-sum prices chargeable per month : \_\_\_\_\_  
(In Rs.)

I/We hereby offer to maintain/carry out cleaning of office premises situated in Technology Bhawan, New Delhi consisting of Administrative Block, TIFAC Block and brooming of all the internal roads inside Technology Bhawan campus as per the details given in the terms and conditions of the contract including supply of manpower and requisite materials for a consolidated monthly payment of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_).

**DECLARATION BY THE CONTRACTOR**

I/We have carefully read the terms and conditions of contract as contained in the Tender Notice No.D-20017/01/2009-Admn.II (B) dated 01-12-2009 and agree to abide by the terms and conditions. I/We also agree to the forfeiture of the Security/Earnest Money if we fail to fulfill any of the terms and conditions of the contract.

(Signature of the Tenderer)

Name & Designation

Place: New Delhi

Dated: