

No. D.31011/1/2014-Admn.  
Government of India  
Ministry of Rural Development  
Department of Land Resources  
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N.B.O. Building, Nirman Bhawan,  
New Delhi, the 29 August, 2014

To,

All Ministries/Departments

**Sub: -Tender for House Keeping service contract.**

I am directed to invite sealed Tenders from reputed firms for complete cleanliness and maintenance including manpower [Housekeepers and materials] by the Department of Land Resources for cleaning of toilets, corridors, common areas and rooms of Officers in the premises occupied by the Department of Land Resources in i) NBO Building, Nirman Bhawan, ii) CGO Complex, New Delhi as per details given in the enclosed terms and conditions. Interested firms may send tender along with an earnest money of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft from any of the nationalized bank in favour of Pay & Accounts Officer, Department of Land Resources, New Delhi. The earnest money of all firms other than the successful tenderer will be returned after the contract is finalized. The earnest money of the successful tenderer would be returned only after all other formalities regarding award of contract are completed. Performance Security equivalent to 5% of the yearly contract value is deposited by the successful firm.

2. The firms should have sufficient prior experience in the field. They should have also undertaken identical works in at least two Government Departments. The firm should also be registered with ESI, PF, Service Tax, Labour Licence, PAN with the concerned authorities.

3. The quotations may contain company profile, documents to prove the eligibility of all conditions as mentioned in para 2 above, earnest money as mentioned at para 1 above and any additional documents to show the competence of the firm. The firm should also mention their ESI and PF code numbers and also enclose the copy of income tax clearance certificate as per **Annexure-A**.

4. The interested parties can inspect the premises on any working day between 03:00 PM to 05:00 to assess the job requirement/quantum of work involved. For the purpose, Section Officer (Admn.) may be contacted during office hours on any working day till 19.09.2014. After inspecting the premises and going by the terms and conditions as enclosed in the continuing sheets, the firms should submit the quotations. The quotations should be addressed to the Under Secretary (Admn.), Department of Land Resources, Govt. of India, Nirman Bhawan, New Delhi and dropped in the 'TENDER BOX' pertaining to the Department of Land Resources kept at Main Gate of NBO Building by 03:00 PM on 22.09.2014. The quotations received after the stipulated date and time will be rejected. The quotations will be opened at 04:00 PM on the same day i.e. 22.09.2014 in Room No. 12, NBO Building, Nirman Bhawan, New Delhi. The authorized representatives of the firms can remain present at the time of opening of quotations.



5. The firms should take special care to prepare the bids. Omission of any of the demanded documents would result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily at the conditions of the Department of Land Resources.

6. Complete Tender Document can be downloaded from the website (<http://eprocure.gov.in>) or from Department's website (<http://dolr.nic.in>)

7. The Department of Land Resources reserves the right to cancel any or all of the Tenders without assigning any reason.

**Encl:** Detailed job requirement and terms & conditions.

Yours faithfully,



**(Anoop Kumar)**  
**Under Secretary(Admn.)**

Copy to: NIC Cell, Department of Land Resources with the request to put this quotation letter on the website of the Department of Land Resources.

## PREMISES TO BE COVERED FOR CLEANING AND SWEEPING

### A. Office Area at NBO Building, Nirman Bhawan, New Delhi

1. All rooms at Ground and 1<sup>st</sup> floor including committee room (6700 sq. ft. approx.) occupied by the Department of Land Resources at NBO building, Nirman Bhawan.

#### **2-Corridor area**

Corridor at the Ground floor and first floor of the Department, NBO Building, Nirman Bhawan

#### **4-Toilets**

Ground floor – 2 Toilet (ladies) as well as 1 Toilet (gents)

First floor – 1 Toiler (Gents)

### B. 6<sup>th</sup> FLOOR, CGO COMPLEX, NEW DELHI.

Total covered area for rooms 3000 sqft. (approx.). In addition the Corridors and lift lobbies.

1. All rooms at 6<sup>th</sup> floor occupied by the Department of Land Resources at C.G.O.Complex, Lodhi Road.

Toilets: 3 (Ladies 1 and gents 2)

### C. 1<sup>st</sup> Floor, NPC Building, Lodi Road, New Delhi.

Total covered area for rooms 3,000 Sqft. (approximately) and two toilets (one ladies and one gents).

#### A. OPERATION TO BE CARRIED OUT DAILY

- i) Sweeping all areas specified above.
- ii) Moping of all areas specified above.
- iii) Dusting of doors, window, ventilators, stone mesh, benches and removing of cobwebs from the area in occupancy of Department of Land Resources.
- iv) Cleaning and washing of all toilets (Ladies and Gents) mentioned above at various floors to the entire satisfaction of the Officer in charge including Sweeping, washing and mopping of floors, washing of glazed tiles on walls, urinal pots, W.Cs, sinks, wash basins and all other fittings and fixtures using disinfectants like phenyl, detergent powder, acid, branded piqued soap etc. after EVERY HOUR from 08:00 A.M. to 04:00 P.M.
- v) Filling of branded liquid soap in soap containers, filling air fresheners, Room fresheners, putting of sanitary cubes in urinal pots etc. after EVERY HOUR from 08:00 A.M. to 04:00 P.M.

#### B. OPERATION TO BE CARRIED OUT FORTNIGHTLY.

- i) Scrubbing of floors of corridors and main Reception Office with scrubbing machine and staircases and loggias manually with brushes and detergent of good quality/liquid soap, and subsequently drying and moping.



**General terms and conditions:-**

1. The firm will ensure the punctuality of the manpower deployed by them. The initial sweeping and mopping of all the areas will be completed by 08:30 AM. The Toilets, corridors and staircases will be swabbed at every hour from 08:00 AM to 04:00 PM. A penalty of Rs. 200/- per person will be imposed in case of late coming of housekeepers.
2. The toilets will be cleaned at every hour from 08:00 AM to 04:00 PM. A penalty of Rs. 200/- per toilet will be imposed if the toilets are not found cleaned at the time of regular inspection.
3. The firm/contractor shall not frequently change the personnel deployed on duty. If it is necessary to change any person, it should be only after prior permission of US (Admn.) or S.O. (Admn.). A penalty @ Rs. 200/- for each person shall be deducted from the Contractor's bill if any sweeper is found missing/absent from any toilet/corridors as mentioned aforesaid.
4. It will be ensured that appropriate type of cleaning materials suited for the cleaning of tiles, floors and stone surfaces and PVC/Linolium surfaces etc. are used. Any damage caused to the property of this Department due to unsuitable cleaning material or due to the negligence on the party of the Contractor's men will be liable to be compensated by the Contractor.
5. The contractor shall be responsible for the conduct/integrity of persons deputed for cleaning works in the building and will also be responsible for any act of omission or commission on their part. He will vouch for their character and integrity.
6. The contractor shall supply fresh sets of uniform/badges, gumboots to all personnel who shall wear the same while on work and also keep their uniform clean.
7. The Contractor shall not appoint any sub-contractor for the work under any circumstances.
8. The Contractor shall have to apply for passes well in advance for carrying out the work. The Contractor shall ensure discipline amongst his personnel and restrict their unnecessary movement/assembly in corridors etc.
9. Any dispute regarding working hours and compensation to be paid to the personnel deployed will be the responsibility of the Contractor and no representation will be entertained on this issue by the Department of Land Resources.
10. The contractor shall be liable for the implementation of Labour Laws and Social Legislation such as EPF; ESI, workmen compensation Act, Shop and Establishment Act, Minimum Wages Act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which Department of Land Resources may be held liable in respect of staff employed by him, by the authorities/court competent for the purpose, under the provision of the laws, social legislation in force as on date or which may be made applicable subsequently.

11. The payment will be released on monthly basis by cheque after making penal deduction, if any, for lapses on the part of contractor as mentioned above.
12. Before commencement of contract, the contractor shall submit a security deposit amounting to 5% of the total housekeeping charges with this Ministry. The security deposit shall be in the form of fixed deposit receipt at least for a period of 12+2 months from the date of commencement of the contract from any nationalized bank in favour of Pay & Accounts Officer, Department of Land Resources, New Delhi. The security deposit would be refundable after successful completion of the contract.
13. The contractor shall furnish the list of personnel to be deployed on duty. The Contractor shall have complete technical know-how of automated cleaning systems, its operating procedures and work methods to get the required job done with minimum possible resources. The contractor shall be responsible to arrange at his own cost, all necessary tools, machinery etc. required for execution of the work.
14. Tendered rates shall be for complete work covering all materials, labour charges, carriage, machinery & equipment, rent, tax, risks, overhead general & other liabilities and profits etc. Details of rates quoted may please be given in tabulated form as per the **Annexure-B**.
17. The contract will be valid for a period of 12 months. In case the services of the contractor are not found satisfactory or contractor fails to comply with any of the terms and conditions of this contract or commit any breach of contract, the Department of Land Resources may terminate the contract at any time without giving any prior notice. In such an eventuality, the security deposit submitted to the Department of Land Resources by the contractor will be forfeited. However, on successful completion of the contract, this Department may extend the contract for a further period on mutually agreed terms and conditions.

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ANNEXURE -A

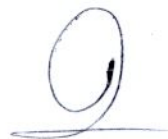
1.	Name of the firm,	
2.	Name of the proprietor/Partners/Directors and their PAN	
3.	Address and telephone number	
4.	Permanent Account Number (PAN).	
5.	ESI, PF, Service Tax Nos.	
6.	Annual Turnover during F.Y. 2013-14, 2012-13 and 2011-12 (Furnish copy of Return of Income)	
7.	List of reputed Clients (PSUs/Govt. Offices in last 2 years) (In case the given space is insufficient, please append separate sheet and enclosed documentary evidence).	
8.	Details of Demand Draft/Banker's cheque in respect of Earnest Money (Demand Draft/Banker's cheque should be enclosed).	
9.	Other information, if any	

Date:

Place:

Stamp/Seal of the Bidder

Name and Signature of the  
Authorised Signatory



**ANNEXURE-B**

S.No.	Number of House-keepers proposed to be deployed in the office premises of Department of Land Resources at Nirman Bhawan & CGO Complex.	
1.	Rate (Rs.) per House-keeper including statutory obligations i.e. ESI, EPF etc. (excluding Service Tax)	
2.	Charges (Rs.) of materials proposed to be used for upkeep/maintenance of the office premises of Department of Land Resources at Nirman Bhawan & CGO Complex.	
3.	Any other charges (Excluding minimum wage, ESI, EPF and Overtime which will be paid as per rules/ instructions/notification of Govt. of NCT of Delhi.	
4.	Service Charges/Agency Charges	
5.	Service Tax	
6.	Other Charges, if any	
7.	<b>Total Charges including Service Tax (value of Contract).</b>	

Date:

Place:

Stamp/Seal of the Bidder

Name and Signature of the  
Authorised Signatory

