No. 12/5/1002/2013-GA
Government of India
Ministry of Commerce and Industry
Department of Commerce

Udyog Bhawan, New Delhi.
Dated the 27th February, 2017.

Tender Notice

Subject: Sealed quotation/tenders for annual contract for sweeping/cleaning of rooms of Department of Commerce-Reg.

Sealed tenders are invited from the reputed/experienced and financially sound Companies/Firms/Agencies/Individuals for awarding all inclusive annual contracts (deploying man-power and providing all requisite quality material) for the purpose of cleaning/sweeping and mopping etc. of rooms of Department of Commerce, Udyog Bhavan, New Delhi for a period of one year from the date of awarding the contract. The sealed quotations with separate Technical and financial bids in the specified proforma addressed to Under Secretary(GA), Department of Commerce, Room No. 27C, Udyog Bhavan, New Delhi should reach this Department latest by 16.3.2017 at 3.00 PM. The quotations will be opened at 4.00 PM on the same day in Room No. 548, Udyog Bhavan. Those of the tenderers who wish to be present at the time of opening of the tender may do so.

The terms and conditions of the tender/contract will be as under:

1. Tendering firms should be reputed/experienced and financially sound for awarding of all inclusive contract for cleaning/sweeping and mopping etc. of rooms of Department of Commerce. At least 20 sweepers and minimum 1 supervisor are required for performing cleaning and sweeping work of the rooms. The number of sweepers/ labourers can be increased or decreased at any time during the period of contract of discretion of Department of Commerce. Minimum wages prescribed by Govt. of NCT of Delhi for Sweepers and the supervisors as revised from time to time, needs to be strictly adhered to.

2. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1 +15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise.

MUKESH KUMAR
Section Officer
Ministry of Commerce & Industry
Deptt. of Commerce, Govt. of India
Udyog Bhawan, New Delhi
3 The tenderers are required to submit Technical and Financial bids separately as per enclosed proforma. These two bids should be sent in two sealed envelopes superscribed “Technical Bid for cleaning & sweeping in Department of Commerce” and “Financial Bid for cleaning & sweeping in Department of Commerce.

4 The technical bid should be accompanied by an Earnest Money Deposit(EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/Pay order from a commercial bank, drawn in favour of Under Secretary(cash), Department of Commerce. In the case of exemption, necessary documents must be enclosed. In the absence of EMD/ exemption document, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful tenders after finalization of the contract without any interest. It shall be refunded to the successful bidder without any interest on the receipt of performance guarantee.

5 The successful tenderer will have to deposit a performance security deposit of Rs. 2,50,000/- (Rupees Two lakh fifty thousand only) by way of bank Guarantee/Fix Deposit Receipt(FDR) from a commercial bank in favour of Under Secretary (cash), Department of Commerce, valid for 60 days beyond the expiry of the period of contract.

6 All entries in the tender form should be legible and duly filled in. No overwriting or cutting is permitted in the financial bid form, otherwise the tender shall be summarily rejected. However, the cuttings, if any, in the Technical bid application must be initialed by the persons authorized to sign the tender bids. Conditional and incomplete bids shall not be considered and will be outrightly rejected.

7 Firm should indicate rates for cleaning/sweeping inclusive of material charges in financial bid. A detailed breakup of the rates quoted, giving item wise rate for all components/elements involved should be enclosed with the financial bid. Unviable bids are likely to be disqualified/rejected.

8 Tenders incomplete in any form are liable to be outrightly rejected.

9 Technical Bid shall be opened at 4.00 PM on last date for submission of tenders in Room No. 548, Udyog Bhawan, New Delhi, in the presence of the authorized representative of the firms, who wish to be present at that time. The tenderers whose technical bids are accepted will be informed about the time of opening of financial bid.

MUKESH KUMAR
Section Officer
Ministry of Commerce & Industry
Deptt. of Commerce, Govt. of India
Udyog Bhawan, New Delhi
The financial bids of only those tenderers whose Technical bid have been accepted will be opened.

No bidder will be allowed to withdraw bid after submission of the bids, otherwise the EMD submitted by the firm would stand forfeited.

In case the successful bidder declines the offer of contract, for whatsoever reason(s) the EMD submitted by him would stand forfeited.

The competent authority in Department of Commerce reserves the right to reject all or any of the tender in whole, or in part without assigning any reason whatsoever. Decision of the department will be final and no correspondence in this regard will be entertained.

In case the contractor fails to provide services or backs out of the contract any time during the period of contract, in all such cases the contractor shall have to bear the cost that the Department will incur on making alternative arrangement. The EMD/Performance of the contractor in such a case shall stand forfeited and the contractor shall be blacklisted for future bidding in any tender of this Department.

The Department reserves the right to review the performance every three months or whenever need arises, and also to terminate the contract at any point of time during the currency of the contract without assigning any reason. The decision of the competent authority shall be binding on the firm. The Department further reserves the right to renew the contract for such period(s) as it may deem necessary, taking into account the satisfactory performance of the firm.

Under no circumstances shall the contractor appoint any subcontractor or sublease the contract. If it is found that the contractor has violated these conditions, the contract will be liable to be terminated without any notice by this office.

The firm shall comply with all the prevalent rules and regulations in force relating to EPF Act, Minimum Wages Act, ESI, labourers Act etc. It is the responsibility of the contractor to comply with all the relevant and the extant labour laws and other related rules and regulations with regard to the services of the labours employed by the contractor. The contractor shall comply with the provisions of the Labours Laws and related Acts in force. The responsibility for payment of wages etc. to persons engaged by the contractor and compliance with relevant provisions of the law shall be that of the contractor. Any dispute regarding working hours, compensation etc. to be paid to the personnel deployed shall be responsibility of the contractor. The contractor shall obtain at his own cost all
permits, licenses, clearances required under the applicable statues/legislation/rules/regulations/laws etc.

18 The contractor will be responsible for the conduct/integrity of its staff and will also be responsible for any act of omission and commission on their part. The contractor will vouch for their character and integrity. The contractor shall be responsible for any damage that shall be caused by action of its personnel. The officer-in-charge shall have the right to ask of removal of any person of the contractor who is not considered to be orderly in discharge of his duties.

19 The normal working hours shall be from 7.30 Am to 4.30 PM daily except on Saturdays, Sundays and national holidays with a break for half an hour or as desired by the competent authority. Even during the Lunch Break, the contractor would ensure that the cleaning etc. work is not hampered. The services can be utilized on Holidays as per requirement of the Department. The attendance of the workers will be taken by officer-in-charge or an employee of the Department. All the workers must be registered in Biometric attendance system installed in the Department.

20 The Department shall be entitled to impose a penalty to the extent of Rs.500/- on each occasion upon the contractor/agency in the event of breach, violation or contravention of any of the term or condition of the contract. A penalty @ Rs.374/- per day shall be recovered from the contractor's bill if any worker is found missing/absent from duty. The decision of the Department in this regard shall be final and binding upon the contract/agency.

21 The firm shall ensure the strict compliance of the following:

i. All cleaning staff should always wear proper uniform during the hours of duty. For their identification, identity cards should be issued by the agency to them, which they should display on their uniform. Adequate ladies staff should be deployed for cleaning of ladies toilets attached to lady officers rooms.

ii. The floor of rooms under Department of Commerce shall be water washed mixed with required disinfectant once daily. Entire office furniture in rooms are to be dusted and cleaned everyday before the commencement of office hour and also as per requirement during office hours.

iii. Besides daily general cleaning, scrubbing, dusting and mopping; comprehensive cleaning of attached toilets, rooms, office furniture, windows, window panes, grills, venetian blinds, lights, fans, coolers, AC doors and tiles will be done once in a fortnight.

[Signature]

MUKEISH KUMAR
Section Officer
Ministry of Commerce & Industry
Dept. of Commerce, Govt. of India
Udyog Bhawan, New Delhi
iv. Removing of cobwebs, dusting of wall surface and roof will be done as and when required.

v. Emergency cleaning whenever required.

vi. Any other item of work within the frame work of upkeep and maintenance may be incorporated in daily/periodical task.

22 The contractor must have

a) Wet/dry vacuum cleaner.
b) Floor scrubbers.
c) Cleaning/dusting/sanitation work must be done with the modern gadgets.

23 The following items will required to be provided by the contractor:

a. Brooms, pocha, phenol, acid, harpic, colin, duster, naphthalene balls in all the attached toilets.
b. Detergents for cleaning wash basins.
c. Ensuring adequate availability of soap and odonil, proper cleaning of attached toilets twice daily, daily spraying of Baygon spray in water coolers in summer and once a week in attached toilets.
d. Acid to be used for removal of stains.
e. Any other item.

TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY/INDIVIDUAL

24 The tendering Company/Firm/Agency/Individual should fulfill the following requirements and should submit the documentary proof in this regard.

a) The registered office or one of the branch office of company/firm/agency/individual should be located either in Delhi/New Delhi/NCR.
b) The company/firm/agency should be registered with the appropriate registration authority viz. ESI, EPF, Income tax, Service Tax (proof to be enclosed).
c) The company/firm/agency/individual should have its own Bank Account (self attested copies of bank statement up to December 2016, should be closed with the technical bid).
d) A copy of the Terms & conditions given in the Tender Document duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with “Technical Bid”.
e) The workers antecedents have to got verified by the agency from the local police authorities before they are deployed in Udyog Bhawan. The firm will be responsible for any undesirable act of workers posted in Udyog Bhawan.
f) The tendering Firm/Company/Agency/Individual should submit the proof of:

i. Having minimum 100 labourers deployed at a single or multiple sites (list to be given)

ii. EPF return for the last six months.

iii. ESI return for the last six months.

iv. Service tax return for the last six months.

25 Complete tender notice may be downloaded from the website of this Department (http: commerce.nic.in). Information on any issue of corrigendum related to this tender will also be available on this website.

26 The tender is subject to the provision of Rule 160(ii) of General Financial Rules, 2005 which enables a bidder to question the bidding conditions, bidding process and/or rejection of its bid. Accordingly, enquires in this regard by a bidder will be responded if the request is received in writing timely in GA section of this Department.

(Mukesh Kumar)

Section Officer

Deprt. of Commerce

Ministry of Commerce & Industry

Udyog Bhawan, New Delhi

6
APPLICATION-TECHNICAL BID

1 Name OF Tendering Company/Firm/Agency

2 Status of the firm
   Whether Proprietary/Partnership/Company.

3 Name of Owner/Partners/Directors.

4 Whether registered with the Registrar
   of firm/company. If yes, give detail & proof.

5 Whether registered in the Labour Deptt.
   If yes, give details & proof.

6 Full Address of reg. Office.

   Telephone No.
   Fax No.
   E-mail Address

7 Full Address of operating Branch
   Office with telephone/Fax No.

8 Banker of Company/Firm/Agency/Individual
   With full Address/Telephone No.
   (Self attested copies of bank statement up to
    December 2016)

9 Registration details (Copy to be enclosed):
   a) PAN/GIR No.
   b) Service Tax Registration No.
   c) E.P.F. Registration No.
   d) E.S.I. Registration No.
10. Give details of the major similar contracts handled by the tendering Company/Firm/Agency/Individuals during the last three years in the following format:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details of client along with Address, Telephone and Fax number (Documentary proof to be enclosed)</th>
<th>Amount contract Rs. Lakhs Per annum.</th>
<th>Duration of contract year wise.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(If space provided is insufficient, a separate sheet may be attached on letter head of the firm)

11. Details of Earnest Money Deposit: Rs. 1,00,000/- (Rupees One Lakh only).

D.D./P.O No. and date : -------------------------------
Drawn of bank : -------------------------------------

12. Additional information, if any
(attach separate sheet, if required on Company letter Head) : -------------------------------

Date: 
Place: 

Signature of owner/Managing Partner/Director

Name & seal
APPLICATION –FINANCIAL BID

FOR ANNUAL CONTRACT FOR SWEEPING/CLEANING OF ROOMS OF DEPARTMENT OF COMMERCE.

1  Name of tendering Company/Firm/Agency/Individual:

2  Charges in respect of cleaning material which the agency proposes to use
(separate list of each cleaning item along with its cost is to be attached)

a) Cost of all cleaning material
   for one month
b) Taxes
   ..................................................
c) Miscellaneous Charges,
   If any.
   ..................................................
Total
   ..................................................

3  Monthly rates for providing 20 unskilled workers/sweepers
(Minimum wages as prescribed by govt. as revised from time
are required to be adhered to in all circumstances):

I. Wages
   ..................................................
II. E.P.F/PF
    ..................................................
III. ESI
    ..................................................
IV. Service tax
    ..................................................
V. Any other charges
   ..................................................
VI. Contractor’s Admin./
    Service charges
    ..................................................
VII. Any other rate or liabilities
     ..................................................

4  Monthly rate for providing one supervisor:

   i. Wages
      ..................................................
   ii. E.P.F/PF
      ..................................................
   iii. ESI
      ..................................................
   iv. Service Tax
      ..................................................
   v. Any other charges
      ..................................................
   vi. Contractor’s Admin./
     Service charges
     ..................................................
   vii. Any other liabilities
      ..................................................

5  Total (column 2+3+4)
   ..................................................

Date: ...........................................

Place: ..................  Signature

Name & Seal