

Terms & conditions of the Notice inviting Tender/offers for Annual Contract for engagement of Un-skilled workers on contract basis for outsource servicing for cleanliness and General Maintenance at National Centre for Disease Control, 22-Sham Nath Marg, Delhi-110054

Scope of Contract:

- 1.1. The Annul Contract for cleanliness and General Maintenance including Labs, offices, corridors, toilets, lobby area, staircases, lifts as per details given below:-

S.N.	Description of area	Job to be performed	Frequency
1.	Cleaning of Rooms/Halls	(i}.Sweeping and wet mopping daily. (ii} Removal of waste paper and any other rubbish/garbage. (iii}Dusting of furniture & other items in the rooms.	Daily
2.	Common Areas/Corridors Window panels, ventilators, Doors, Photo frames, Notice Boards, Switch Boards andElectrical fittings etc. in Lobbies /common areas/ corridors	Cleaning, dusting, removal of cobwebs and strain removing of entire surfaces.	Weekly
3.	Toilets: Lifts, Staircases, walls and railings on both sides	. (i}Intensive Cleaning of toilets floors and Tiles, WCs, Urinal pots, looking mirror and wash basins, dustbin in toilets. (ii}Restocking of toiletries in toilets (iii}Sweeping, dusting and wet mopping cleaning in lobbies and common areas.	Twice daily at8.00 A.M. and2.00 P.M.
4.	Weekly cleaning of entire area, entire floor, common areas as mentioned in column No.2 above including staircases, toilets and walls.	Complete cleaning/washing of the entire premises, dusting of walls ceiling from top to downwards removal of cobwebs, cleaning of water coolers,sanitary/ water fixtures, electrical boards etc.	Weekly on Saturday.
5.	Shafts adjoin all toilets	Complete cleaning removing all the unwanted material and waste.	Monthly

- 1.2. The interested Tenders are to quote rates for providing manpower only.

1.2.1. The Contractor is to indicate number and name of workers who would be deployed for performing the work.

1.2.2. The rickshaws for cleanliness & maintenance shall be arranged by the contractor himself. The NCDC shall not entertain any extra claim/expenditure for the same. The contractor himself shall be responsible for safety and maintenance of rickshaws. No damages/claim of the contractor on this account shall be entertained.

1.3. The normal working hours shall be from 8.00 A.M. to 5.00 P.M. daily with a break for lunch from 1.30 P.M to 2.00 P.M. or as decided by the competent authority. Even during the lunch break, the contractor would ensure that the cleaning work is not hampered.

1.4. Initial sweeping & mopping of all areas shall be completed by 9.30 A.M. positively everyday, failing which monetary penalty of Rs.500/- per day shall be imposed and recovered from the contractors bill. A penalty @ Rs.100/- per day shall be recovered from the contractors bill if any worker/or supervisor is found missing/absent from duty.

1.5. It will be the responsibility of the contractor to ensure that there is no water accumulation anywhere inside the premises of the building, especially in the bathrooms/toilets.

1.6. All waste material Including Malba and sweepings etc. shall be collected and transported to NDMC/ MCD/CPWD dustbin/incinerator by the contractor at his own risk and cost.

1.7. The contractor shall be responsible for keeping the area satisfactorily neat and clean by keeping a constant watch on the work of their staff.

1.8. The standard of sanitation shall always to be kept up to the satisfaction of the designated officer-in-charge whose decision in this regard shall be final and binding on the contractor.

1.9. The safaiwalas/workers shall be under the direct control of the Supervisor who will act as per the directions of Officer in-charge or his/her authorized representative for maintenance operations.

1.10. The dusters/brushes or other tools used for cleaning of WC and urinals shall not be used for cleaning of washbasins, for which a separate duster or disposable tissue napkins will be provided by the Institute. The material for cleaning of hard floor other than toilet areas such as common areas/staircase etc. shall be maintained separately and the duster used for cleaning of these areas shall not be used for cleaning the toilet areas. Material will be provided by Institute.

1.11. All the duster clothes shall be cleaned/washed at least once in a day. These dusters should only be used for seven days for toilets and 15 days for other areas.

2. Period of Contract:

2.1. The contract would be awarded for a period of one year from the date of issue of contract. The contract can be extended further 6 months with the approval of competent authority.

2.2. The Director,NCDC reserves the right to terminate the contract at any point of time during the period of the contract in case the performance and the services rendered by the contracted firm is found to be unsatisfactory after giving one month prior notice. The decision of the competent authority shall be binding on the contract firm. The Director 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 during the currency of the contract with the consent of the firm.

3. Qualifying Requirements:

Only Tenders of those Agencies fulfilling the following conditions shall be entertained:

3.1. Only registered bona-fide reputed and experienced firms/agencies having adequate experience of at least three years in the relevant field in Government Offices/PSUs/Corporate Sector etc. would be eligible. The tender offers of un-registered firms/agencies will not be entertained. Along with the tender the tendering firms/agencies shall have to enclose copies of experiences, antecedents, financial standing, valid ITCC, WCTN, STCC etc.

3.2. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in case of Pvt. Ltd. Company) or having been earlier convicted for violation of PF/ESI/Minimum Wages Act or any other laws in force shall also not be eligible.

3.3. Having experience of handling minimum 03 contracts in Govt. offices of values more than Rs. 01 Lakhs per year during last 03 years.

3.4. The Tender of Agency which do not fulfill any of the above conditions would be summarily rejected.

4. Performance Security Deposit:

4.1. The successful agency shall have to deposit a sum of Rs. 2,50,000/ (Rupees Two Lacs Fifty Thousand Only) towards Performance Security Deposit, in the form of Bank Draft/FOR/Bank Guarantee in favour of Director, National Centre for Disease Control, Delhi. The security deposit will be refunded to the contractor after sixty days from the date of successful completion of the contract period and no interest would be paid thereon.

4.2. In case of pecuniary and/of material loss suffered by the National Centre for Disease Control on account of negligence attributable to the agency or its employees, the Director, NCDC, Delhi will have the right to forfeit the Performance Security Deposit. In case the Security Deposit falls short or found to be insufficient to the loss thus incurred by the NCDC the balance, as may be necessary shall be recovered from the contractual charges due to the agency.

5. Terms & conditions for Manpower to be deployed:

5.1. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of persons so employed and deployed in this office. The persons deployed by the Agency at NCDC shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against National Centre for Disease Control, Delhi.

5.2. The service providing Agency shall be solely responsible for the redresses of grievances/resolution of disputes relating to persons deployed. NCDC shall, in no way, be responsible for settlement of such issues whatsoever.

5.3. NCDC, Delhi shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Agency in the course of their performing the functions/duties, or for payment towards any compensation.

5.4 The persons deployed by the service providing Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular employees of this institute during the currency or after expiry of the contract.

5.5. Agency shall be wholly responsible for the conduct/integrity of each safaiwalas/supervisor deputed by it. The agency shall also be responsible for any act of omission or commission on the part of his safaiwalas and supervisor. The agency shall keep a regular watch on their conduct and behavior. Any damage done/caused to the existing structure/furniture/fittings by the workers of the agency shall be got rectified by the agency at their own risk and cost.

6. Other Terms & conditions:

6.1. The contractor should supply sufficient sets of uniforms, badges, hand gloves/rubber gloves and gum-boots to each worker, who shall invariably wear the same while at work and also keep the uniform clean. If during working hours, any worker is found to be without uniform/badges, he/she will be marked absent and necessary recovery as per terms and conditions of the contract will be made from the contractor's bills.

6.2. The contractor shall at his own cost, if required, take necessary insurance coverage in respect of his staff and other materials for service to be rendered and shall also during the currency of the contract, comply with all relevant labour laws as may be applicable or modified from time to time by the concerned authorities and in no case the NCDC would compensate for the losses and damages of material/manpower.

6.3. The contractor shall supply to his workers all gadgets/articles required for safety purposes, such as gas masks, torch, safety belt, gas lantern etc. The firm also maintains a First Aid Box with supervisor, to meet any emergency situation in respect of workers deputed by them.

6.4. The contractor has to ensure that their workers are present at their assigned areas of duty which will be Hour-wise and that they are not wandering around or sitting idle in groups during the working hours.

6.5. The firm shall comply with all the prevalent rules and regulations in force relating to EPF Act, Minimum Wages Act, ESI etc. as applicable. Copies of ESI Card will have to be submitted along with bills for payment to the NCDC.

6.7. Under no circumstances 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 NCDC.

6.8. The payment would be made to the contractor on monthly basis and the contractor will have to pay the contractual employees on 10th of the month strictly as per Minimum wages Act.

6.9. The work shall be carried out satisfactorily as per the directions of the Competent Authority. The Competent Authority reserves the right to impose a monetary penalty not exceeding 10% of the monthly contractual charges of the respective items, if he notices or it is brought to his notice any unsatisfactory cleaning, non-wearing of uniforms and gumboot by the workers deputed by the contractor firm. The decision of the authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor. The contractor shall comply with the monitoring mechanism/system as advised by NCDC.

7. Bidding Documents:

7.1. Tenders are to be submitted in Proforma at Annexure-II

7.2. The Tender should be accompanied by an Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form a crossed Demand Draft/Pay order/FDR drawn in favour of Director, National Centre For Disease Control, Delhi. No interest would be paid on the EMD.

7.3. The firms are required to furnish with their Tender, the following supporting documents:-

i). Certificates of its registration (Attested copy).

ii). Certificates of registration with Income Tax, Sale Tax, PF, ESI and any authority applicable (Attested Copies).

iii). Documentary proof handling contracts at the value more than Rs.01 lakh per year during the last 3 years.

iv). List of the present contract in the Govt. Departments/Ministries/Semi-Govt. bodies/PSUs etc. with copies of satisfactory performance certificates.

v). Audited copies & annual accounts for last 3 years.

7.4. The tender/offer should be put in a sealed cover duly superscripted "**Tender for Annual Contract for cleanliness & General Maintenance at the National Centre for Disease Control, Delhi, 2014-15**" not be opened before 6th November, 2014 at 12.15 PM and should be addressed to the **Chairperson, Tender Finalization Committee, National Centre for Disease Control, 22-Sham Nath Marg, Delhi-110054 by 11.30 A.M. on 6th November, 2014**. The tender will have to be signed and stamped by the firm through its authorized signatory on each page. The firm's representative must sign the register kept at store section before dropping the tenders at the tender box. The tenders/offers dropped after the specified time and date shall not be entertained under any circumstances whatsoever.

7.5. The tenders/offers not submitted in the specified manner or those received without EMD or those found to be incomplete in any respect or do not fulfilling eligibility criteria shall be summarily rejected and no tenderer shall have any right to represent.

7.6. The tender will be opened at **12.15 P.M. on 6th November, 2014** in the presence of tenderer's representatives.

7.7. Late/delayed tender due to any reason whatsoever will not be accepted/considered at all under any circumstances.

7.8. The EMD will be forfeited if the Tender withdraws or amends, impairs and derogates from the tender or fails to execute contract on time as per directions of the Director, NCDC, Delhi.

7.9. EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer. The EMD of the successful tenderer will be released only after the firm concerned deposits necessary Performance Security Deposit mentioned in Para 4.1 above.

7.10. The Director, NCDC, Delhi. reserves the right to accept or reject any tender, in whole or in part thereof without assigning/specifying any reason. There shall be no obligation to inform the unsuccessful tenderness of the outcome of the tender process except returning of EMD.

**(OFFICER INCHARGE)
GENERAL SERVICE SECTION
For DIRECTOR**

**Annexure-II
TENDER FORM**

**ANNUAL CONTRACT FOR FOR CLEANLINESS AND GENERAL MAINTENANCE at NATIONAL
CENTRE FOR DISEASE CONTROL (DIRECTORATE GENERAL OF HEALTH SERVICES),
22-SHAM NATH MARG, DELHI-110054
(To be filled up by the Tenderer)**

Having read and accepted all terms & conditions in the Tender Document, we submit the tender as follows:-

1. Name and address of the Registered Office of the Agency/Firm:

2. Name of the owner(s)/Partners (Attach Bio-data of all Partners):-

3. Telephone number:-

Residence-_____ Office:_____ Mobile: _____

4. Details of EMD:-

5. Attach attested copies of the following:

(a) Certificate of Registration and indicate WCT Number.

(b) PF Number.

(c) Service Tax Number.

(d) PAN/TAN Number.

(e) ESI Number.

6. Details of handing similar contracts of during last three years. (enclosed brief details with copies of orders).

Year	Number of contract of value of Rs.01lakhs or more each
2010-2011	
2011-2012	
2012-2013	

7. Annual turnover of the Agency and details of average manpower on the rolls during last 3 years.

Year	Annual Turn Over (In Lakhs of Rupees)	Number of Manpower on the rolls
2010-2011		
2011-2012		
2012-2013		

8. Total Monthly cost for deployment of 32 Workers and one Supervisor:-

Total Monthly cost for: 32 Workers and one Supervisor: Rs

9. List of equipments to be used for cleaning to be enclosed.

DECLARATION:

(I) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

(II) We have not been earlier convicted for violation of PF/ESI/Minimum Wages Act or Any other laws in force.

(iii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

(Signature of the Authorized person)

Name:

Designation:

Seal:

Date:

Place:

Business Address:

Enclosures: (i) Security Deposit DD No.

(ii) Documents as per srl no. 5 & 6 above.