

No. F.5/1/2018-GS
Government of India
Press Information Bureau
(General Section)

.....
Shastri Bhawan, New Delhi,
Dated : 02.09.2019

**NOTICE INVITING TENDERS FOR CLEANLINESS OF ROOMS / TOILET / CORRIDOR
FROM PROFESSIONAL HOUSE-KEEPING AGENCIES**

Press Information Bureau invites sealed quotations from registered professional agencies/firms for cleanliness of rooms / toilet / corridors at PIB, Shastri Bhawan, New Delhi.

2. Sealed quotations with separate Technical and Financial bids filled in the specified proforma and addressed to Deputy Director (GS), Press Information Bureau, Shastri Bhawan, New Delhi-110001 should reach latest by **03.00 PM** on **20.09.2019**. The quotations should be submitted to Deputy Director (GS), Room No.712, 'A' Wing, Shastri Bhawan, New Delhi or dropped in Tender Box placed at the Reception Counter of PIB, Shastri Bhawan, New Delhi by the stipulated date and time.

3. Specified proforma alongwith all terms and conditions may be downloaded from the website of PIB www.pib.nic.in or from the e-procurement portal. The same may also be collected from **Section Officer (General), Room No.707, 'A' Wing, Shastri Bhawan, New Delhi on any working day between 3.00 PM to 5.00 PM**. The Technical Bids shall be opened on **20.09.2019** at **3.30 PM** by the Committee authorized by this office and in the presence of such bidders, who may wish to be present. The Financial Bids of only those bidders whose Technical Bids have been accepted by the Office of Press Information Bureau, shall be opened later and intimation of which will be given in advance. The Competent Authority reserves the rights to cancel any or all the quotations without assigning any reason.


(K.S. Muralidharan)
Section Officer (GS)
Tel. 2338 2302

Encl: As Above.

✓ Copy to : NIC, PIB to paste this notice on the website of PIB.

TECHNICAL TERMS & CONDITIONS:

- i) The bid in a sealed envelope marked "Tender for housekeeping services" at PIB, Shastri Bhawan, New Delhi may be sent to Deputy Director (GS) PIB, in Room No.712 'A' Wing, Shastri Bhawan, New Delhi so as to reach him on or before by **03.00 PM on 20.09.2019**. There should be two sealed covers in the envelope containing bid from each applicant. One cover will contain a technical bid and giving details of previous housekeeping job done in Government offices in the last 7 years along with supporting documents. The firm should be registered with appropriate authorities and must have GST number, PAN No. etc. The copies of the same may also be attached. The second cover will contain financial bid and it should be clearly written as Financial Bid on the envelope. The financial bid should indicate total cost per month inclusive of cost of cleaning material, machines rental charges, all taxes & other charges. The cost synopsis should indicate operation cost, Administrative charges and GST etc. If a company qualifies in the technical bid then only its financial bid will be opened. The technical bid will be opened on the same day in the same room at **3.30 PM on 20.09.2019**. Interested parties who are professional in housekeeping work and have sufficient experience in this field may send their tenders along with a bank draft of **Rs.40,000/- as earnest money** (Refundable) in favour of the S.O. (Cash), PIB, New Delhi.
- ii) Interested parties can inspect the premises between 2.30 PM to 3.30 PM on any working days from **13.09.2019 to 17.09.2019** to assess the amount of work. They may contact Section Officer, General Section or Caretaker in Room No.707, 'A' wing, on telephone No. 011- 23382302.
- iii) The tender for cleaning the premises should be inclusive of cleaning material - consumables and durables as well as machines & equipments. There will be need for chemicals like floor cleaner/thinner, disinfectant for toilets, glass cleaner, room freshener, brasso, Pests & Mosquito repellent like Hit, Finite etc. The consumable will include brushes, squeezes, brooms, mop, buckets, dusters and glass cleaning kits, wringer trolleys, toilet rolls and liquid hand soap. A detailed list of required cleaning material, machines are given in **Annexure-III. The agency will supply original / branded cleaning material and machines to the Bureau. The machine will include at least wet and dry vacuum cleaner and scrubbing machine.**
- iv) The firm shall deploy Minimum 08 Housekeepers (Sweepers) (un-skilled) and 01 Supervisor (Semi-skilled), **08 hours duty per day**, exclusively for PIB. Initial sweeping and mopping of all the areas will be completed by 9.00 AM on all working days. The firm may also provide their services on Saturday, Sunday & Holidays, if required; as per the instructions of the concerned administration.
- v) The scope of work is indicated as below:-
- Cleaning, mopping and sweeping of Room Nos. 101, 102, 101-C, 103, 103-A, 103-B, 104, 105, 108, 108-A, 109, 109-A, 111 to 115, 118 (Press Conference Hall), 136, **Corridors** – from Lift lobby area at Gate No.3 to Gate No.4 and stairs of Gate No.3 & 4, Toilets - 04 Nos. (**First floor**).

- Cleaning, mopping and sweeping of Room Nos. 3, 3-A, 4, 6, 7, 8, 8A, 13, **Corridors** - from gate No.2 to 4, Toilets – 03 Nos (**Ground floor**).
- Cleaning, mopping and sweeping of Room Nos. 703-B, 704, 704-A, 705, 705-A, 706, 707-A, 707, 708, 711, 712, 713, 714, 715, 716, 717, Corridors – from Gate No.3 to Gate No.4 & Stairs, Toilets – 04 Nos. (**Seventh Floor**).
- The work also includes cleaning of washbasins, cobweb, glass panes, doors, windows, furniture, ventilators of rooms and water cooler space. Cleaning of brass metal letters fixed in the corridor, Conference Hall etc. and deep cleaning of floor and rooms will be done on weekends.

vi) In order to assess the financial standing of the company / firm, the technical bid should contain the information as per details given in **Annexure-I (copy enclosed)** supported by documentary evidence, like copies of balance sheet profit & loss Account, Income Tax returns etc.

vii) Name of at least three major clients of Govt. / PSUs / Attached / Subordinate offices of Govt. where similar housekeeping services (with atleast 09 housekeeping staff) were provided during the last seven years should be given in **Annexure-II (copy enclosed)**.

viii) The company will also furnish below mentioned information / documents alongwith the bid : -

- an authorization letter for signing of documents / tender papers, if any.
- the turnover of the company for the last three financial year should be more than Rs.10.00 lakh.
- the firms are also requested to submit an undertaking that they have not been debarred / black listed by any Govt. Ministry / Department / Semi Government Organisations, including Public Sector Undertaking at any time for any period. Even notice of unsatisfactory works issued to the firms by these organizations may be indicated. If at any stage, it is known by this Bureau that the contracted firm was debarred / blacklisted by any organization, the contract can be cancelled without notice and security money may be forfeited in this case.
- the estimated value of the contract of one year is Rs.25.00 lakh.
- the bidder is requested to submitted their details as per **Annexure-IV** (duly signed and stamped).
- the bidder is requested to submit the financial bid in a sealed envelope as per **Annexure-V** (duly signed and stamped).
- the bidder is requested to furnish details of all documents / certificates as per check list (**Annexure-VI**). The duly filled up and signed / stamped check list may also be submitted by the bidder alongwith their technical bid.

ix) RESPONSIBILITY OF THE MANPOWER DEPLOYED

- The contractor shall be responsible for conduct & integrity of his employees and will also be responsible for any act of omission or commission on their part. He will vouch for their character and integrity and submit police verification of all the employees to this department within one month of award of work.
- The contractor shall cover its personnel for personal accident and/ or death whilst performing the duty. The personnel of the contractor shall not be the employees of PIB and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment / duty under this contract. The contractor shall make them known about this position in writing before deployment under this agreement.
- The contractor will suggest name of housekeeping staff / supervisor deployed for cleanliness work in PIB, Shastri Bhawan, New Delhi. The contractor will accept final decision of the Bureau for appointment / non-appointment of housekeeping staff / supervisor in the Bureau.
- This Bureau shall have no liability whatsoever concerning the personnel deployed by the contractor. The character & antecedents of the personnel shall be verified before their deployment.
- The company must employ semi-skilled and unskilled personnel only as per Section – VIII of this contract. Employment of child labour shall lead to the termination of the contract at the risk and cost of the contractor. Contractor shall deploy / engage reliable persons at PIB after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the PIB and shall also intimate changes in addresses of the staff as and when they take place.
- Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.
- Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any person or persons / property at the premises on account of acts of omission and commission by the staff deployed by him.

x) SUPPLY OF UNIFORMS

The contractor will supply fresh sets of uniform / badges, gumboots to each sweeper who shall wear the same while on work and also keep their uniform clean. The cleaning material etc. would be used to the satisfaction of this Bureau. Payment may be deducted if the quantity and quality of material is not found satisfactory.

xi) PREVENTIVE TERMS & CONDITIONS

- a) The contractor shall not appoint any sub-contractor for the work under any circumstances,
- b) The initial cleaning of all the areas should be completed by 9.00 AM on all working days failing which a monetary penalty of **Rs.2,000/- per day** shall be recovered from the contractor's bill. A penalty of Rs.200/- per day basis for each worker shall be recovered from the contractor's bill if any worker is found missing / absent from his duty. **Contractor will ensure that the payment to the workers are paid up to 7th of every month** otherwise fine of **Rs.5,000/-** will be imposed on the contractor.
- c) Any dispute regarding working hours and regarding 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 PIB. The decision of the Section Officer (GS) / Caretaker of this Bureau or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.

xii) PAYMENT

- This Bureau will abide by the rules of minimum wages of Government of Delhi and EPF Act etc.
- The payment will be released on monthly basis through e-payment portal of the Govt. after the work for the month has been completed. For release of payment, pre-receipt bill may be submitted at the end of every month.
- The contractor must provide salary slips, EPF numbers and ESI Cards, duly activated, to all the deployed human resource at PIB's office. The contractor should also ensure that EPF statements to the deployed human resource are provided immediately after the financial year closing. Any delay in submission of these records will force PIB to deduct a proportionate amount from the bills, as decided by the PIB.

xiii) PERIOD OF CONTRACT

The contract will be valid for a period of one year from the date of awarding the contract extendable on yearly basis for another 2 years on satisfactory performance of the contractor. However, in the event services rendered being found unsatisfactory, the contract is liable to be terminated after one month's prior notice. The decision of the PIB will be final.

xiv) IMPLEMENTATION OF LABOUR LAWS

The contractor shall comply with the provisions of the following major Labour Laws :

- Contract Labour (Regulation & Abolition) Act, 1970
- Minimum Wages Act, PF Act and ESI as & when applicable.
- Workmen's compensation Act.
- Any other rules, regulations and / or statutes as may be applicable to them from time to time also to be complied with.

xv) FINANCIAL TERMS / CONDITIONS

- The successful bidder has to deposit a security of Rs.1,50,000/- with the Bureau in the form of Bank Guarantee or as Fixed Deposit in a Nationalized Bank in favour of DDO (Cash), PIB, New Delhi before commencing the work. The Security money shall be returned after 60 days of completion of contract period on satisfactory completion of their contract period. No interest shall be paid on Security Money.
- **The Bureau reserves the right to accept or reject any or all bids without assigning any reason.**



(K.S. Muralidharan)
Section Officer (GS)
Tel. No. 2338 2302

Annexure-I

2016-17

2017-18

2018-19

Turnover	Page no.	Page no.	Page no.
Income Tax Return	Page no.	Page no.	Page no.
Balance Sheet	Page no.	Page no.	Page no.

Annexure should be supported by documentary evidence, like copies of balance sheet profit & loss Account, Income Tax returns etc.

Signature of the authorizer person
Date / Stamp

Annexure-II

Name of at least three major clients of Govt. / PSUs Attached / Subordinate offices of Govt. where similar housekeeping services (with at least 09 housekeeping staff) were provided during the last seven years in the following format :-

S. No.	Name & address of client	Total contract value	Job order enclose Yes/No.	Contract period Start/End	Satisfactory report
1.					
2.					
3.					

Signature of the authorizer person
Date / Stamp

Press Information Bureau
Shastri Bhawan, New Delhi

Table-A

(Cleaning material per month)

S. No.	Items	Quantity
1.	Floor Duster	02 Dozen
2.	Black Phenyl (5 ltr)	02 Cane
3.	Dusting Duster	02 Dozen
4.	Begun Bay / Finite	05 Litre /02 Cane
5.	Fena Powder	05 Kg
6.	Vim Powder	05 Kg
7.	Surf Excel	01 Kg
8.	Duster Washing Soap	04 Pcs.
9.	Hand Wash	10 Cane
10.	Finial Chemical (1 Ltr.)	04 Big Bottle
11.	Harpik (5 Ltr.)	05 Cane
12.	Room Freshener (470 ML/Rose)	10
13.	Tezab	As per requirement
14.	Odonil	24 packets
15.	Kapoor Goli	2 Kg
16.	Wiper Small & Big	As per requirement
17.	Brasho (Dhara Allid Liquid Polish)	- do -
18.	Big Drum	- do -
19.	Plastic Balti	- do -
20.	Odonil Nature (Air Freshner) Zipper (Godrez)	06

.....2/-

S. No.	Items	Quantity
21.	Colin Can (5 Ltr.)	02
22.	Toilet Gloves	As per requirement
23.	Toilet Bleaching Powder	- do -
24.	Sutli	- do -
25.	Plastic Juna	- do -
26.	Phool Jharu	- do -
27.	Bamboo Stick	- do -
28.	Hit (Red / Black)	04
29.	Thinner Bottle	As per requirement
30.	Plate Form Brush	- do -
32.	Toilet Brush	- do -
33.	Cobweb cleaner stick	- do -
34.	Garbage polythene	05 kg. (Medium)
35.	Toilet Paper Roll	As per requirement
36.	Scotch Brite	- do -
37.	Urinal Screen	- do -
38.	Novan	- do -
39.	Small Wiper	- do -
40.	Urinal Cubes	03 Pkt.

Table-A

S. No.	Items	Quantity
1.	Vacuum Cleaner	01
2.	Single Disk scrubber machine	01

We are agree to provide the above mentioned material (original & branded) as per the quantity mentioned here, in case our agency is selected to provide the housekeeping services at PIB, Shastri Bhawan, New Delhi.

Signature of the authorized person of the firm
Date / Seal

HOUSEKEEPING SERVICES – TECHNICAL BID
(COMPULSARY TO THE FILLED UP BY THE BIDDER)

1. Name of the firm
Address
E-mail I.D. Contact person
Telephone No. Mobile No.

2. Details of EMD of Rs.40,000 -/:
DD / Bank Guarantee No.
Date
Name of the Bank.....
Address of the Bank
Validity of Bank Guarantee / DD

(Enclose attested photocopy of the following)

3. PAN No./TIN No. :Page No. _____
4. ISOPage No. _____
5. Service Tax / GST Regn.Page No. _____
6. EPF Registration No.Page No. _____
7. ESI Registration No.Page No. _____
8. Labour registration No.Page No. _____
9. Registration of CompanyPage No. _____
10. Annual Turnover for the last 3 years: Page No .2016-17 _____
Page No. 2017-18 _____
Page No.2018-19 _____

11. Income Tax Return Page No .2016-17 _____
Page No. 2017-18 _____
Page No.2018-19 _____

12. Balance sheet Page No .2016-17 _____
Page No. 2017-18 _____
Page No.2018-19 _____

13. Experience Certificate Page No .2016-17 _____
Page No. 2017-18 _____
Page No.2018-19 _____

14. Others, if any.Page No. _____

NOTE : NO EXTRA DOCUMENTS WILL BE CONSIDERED, ONLY REQUISITE DOCUMENT MAY BE ENCLOSED & EACH DOCUMENT SHOULD BE GIVEN SERIAL NUMBER.

Signature of the authorized person
Date / Seal

Annexure-V

Information to be furnished in respect of Financial Bid for Housekeeping work in PIB (Hqrs.)

(Amount in Rupees)

S. No.	Name of the company	Housekeeping	Category	Number	Wages / min. wages as per Govt. norms	ESIC	EPF	Others (including service charges)	Total Amount (in Rupees)
1.		Supervisor	Semi-skilled	01					
2.		Housekeeping staff	Unskilled	08					
3.		Cleaning material							
4,		Machine Rental							
								GST	
								Grand Total	

(Grand Total in words)

Signature of authorized person

Date / stamp

Check list before submitting the tender

S. No.	Details	Original / attested photocopy enclosed Yes / No	Page No.	Remarks, if any
1.	Earnest Money of Rs.40,000/-			
2.	PAN No. / TIN No.			
3.	ISO Certificate			
4.	Service Tax / GST Registration			
5.	EPF Registration No.			
6.	ESI Registration No.			
7.	Labour Registration No.			
8.	Registration of Company			
9.	Annual Turnover for the last 3 years			
10.	Income Tax Return			
11.	Balance Sheet			
12.	Experience Certificate			
13.	Other information, if any			

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