OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

No.D-31011/08/2012-GS **Dated: 27.12.2012**

TENDER CALL NOTICE No.D-31011/08/2012-GS, DATED-27.12.2012

Sealed Tenders are invited from reputed firms/contractors having wide work experience in the offices of Government of India/ State Governments/Public Sector Undertakings/any other reputed companies for providing conservancy services of rooms/toilets/open corridors etc. at the following locations of ORGI, New Delhi-

Sl.No.	Office of the ORGI	Carpet Area for Conservancy
(i)	ORGI (HQ), 2/A, Man Singh Road New Delhi.	16,568 sq.ft incl.10 toilets
(ii)	D.P. Division Pushpa Bhawan , New Delhi	10,693 sq.ft, incl. 08 toilets
(iii)	West Block –I, R.K. Puram New Delhi (Including VS, AHS, Map Division & DDE Center)	23,200 sq.ft incl. 09 toilets
(iv)	Sewa Bhawan R.K.Puram, New Delhi	20,000 sq.ft incl. 06 toilets

2. The interested parties may submit their sealed quotation on prescribed proforma placed at Annexure –II along with an Earnest Money of ₹ 25,000/- (Rupees twenty five thousand only) in the form of Account Payee Demand Draft/Pay order of any Nationalized/Scheduled Bank drawn in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". Due date for submission of offer is on or before 3.00 P.M. on 15.01.2013, which will be opened on the same at 3.30 P.M. in presence of quotationers or their authorized representatives, if any. Offers received after due date and time of submission and without EMD shall not be considered. The EMD shall also be forfeited if any successful firm withdraw from the offer or do not accept the work for any reason, whatsoever. Unsuccessful bidders Earnest Money will be discharged/returned as promptly as possible as but not later than 30 days after the award of work order

3. Terms and conditions:

(i) The firm should have annual turnover of Rs.40 lakh in the last three year i.e. 2011-12, 2010-11 and 2009-10.

(ii) The firm will submit three works order of Government of India/ State Governments/Public Sector Undertakings/any other reputed companies.

(iii) Interested firms should quote their rates and other details on prescribed proforma only as at Annexure-II. They should quote their rates for each building separately indicating month wise cost of manpower keeping in view the strict compliance of labour laws i.e. minimum wages ESI, PF if applicable, service charges, service tax etc. prescribed at Para -3(iii) and cost of cleaning materials as prescribed at Annexure-I .The offer without cleaning rates (ISI Brand) will not be entertained

(iv) Selected firms should provide conservancy services for a minimum period of one year at the approved rate and the same may be extended for a further period of one year at the existing terms and conditions.

(v) Performance Security 10% after award of the work and will be deposited with 10 working days.

(vi) The firm will deploy 4nos. safai kramacharies in uniform at 2/A, Man Singh, 06 nos safai kramacharies at West Block-I, R.K.Puram New Delhi, 03 nos safai kramacharies at D.P. Division Pushpa Bhawan New Delhi & 04 nos at Sewa Bhawan R.K. Puram, New Delhi and two Supervisor for monitoring conservancy at all four locations for all working days including Saturday. The

timing for each worker shall be suitably decided by the office. The duty hours of each worker shall be 8-hours/day either in two shifts or without any break.

(vii) The firm should have atleast three years experience in the field. They should have undertaken similar works in atleast three Govt. Departments. The firm should also be registered with the concerned authorities in respect of ESI, PF, Service Tax, Labour Licenses and PAN etc. The firm should enclose the company's profile, ESI and PF code numbers, copy of service tax and income tax clearance certificate etc.

(viii) The interested parties can inspect the premises at any time between 2 PM. To 5.00 PM on any working day to assess the job requirement/quantum of work involved. For this purpose, the interested parties can contact the Building Incharge of above locations.

(ix) The successful bidder with the job shall be required to deposit Performance Security equivalent to 10% of the total value of the work order rounded up to next hundred in the form of Account Payee Demand Draft/Bank Guarantee from a Nationalized/Scheduled Commercial Bank in favour of "Pay & Accounts Officer (Census)" payable at "New Delhi". If the Security Deposit is not deposited within the time scheduled, the Earnest Money Deposit shall be forfeited. The "Performance Security" shall be released by Registrar General, India after 12 months. No interest will be payable for "Performance Security".

4. **Job requirements and additional terms & conditions for conservancy**:

(i) The firm shall be required to store the cleaning materials as per quality and quantity prescribed at Annexure-I, in the respective building in consultation with the Building In-charge.

(ii) It will be ensured that branded type (ISI) of cleaning materials suited for the cleaning of tiles, floors and stone surface etc are used. Any damage caused to the office due to unsuitable cleaning material or due the negligence on the part of the workers employed by the contractor will liable to be compensated by the contractor.

(iii) The initial sweeping and mopping of all the areas shall be completed by 9.15 A.M on all working days failing which a monetary penalty of ₹500/- per day shall be imposed to be recovered from the contractor's bill. The corridors/staircases will be swapped on daily basis.

(iv) The toilets shall be cleaned/ washed Twice daily.

(v) The contractor shall be responsible for the conduct and integrity of persons deployed for cleaning works in the building. He will vouch for their character and integrity and submit police verification of the sweepers with a period of 45 days for the date of award.

(vi) The contractor shall not appoint any sub-contractor for the work in any circumstances.

(vii) The contractor shall ensure discipline amongst his personnel deployed and restrict their unnecessary movement/assembly in corridors etc.

(viii) The manpower's deployed would be dressed up smartly with photo identity card during working hours.

(ix) Operations to be carried on daily basis on all areas are: sweeping mopping and dusting of doors, windows ceiling, ventilators and removing of cobwebs from all roofs and walls of building.

(x) Operations to be carried out every fortnightly are: scrubbing of floors, corridors main hall and staircases and loggias manually with brushes and detergent.

(xi) The contractor should be liable to implement strictlies the labour laws and social legislations in respect of the staff engaged with them for carrying on their business.

(xii) The garbage collected should be disposed of daily at disposal area.

(xiii) The firm shall be required to maintain building – wise logbooks showing the manpower engagement stock of cleaning materials etc. with respective building –in- charge.

(xv) In the event of any unsatisfactory services by the firm in any building, double the proportionate amount due for the days (s) in respect of the building shall be deducted from the monthly charges as penalty. Continuous unsatisfactory services by the firm or violation of terms & conditions, contained in this tender call notice, during the contract period shall constitute

sufficient ground for termination of contract before expiry and forfeiture of the performance security deposited by the firm.

(xiv) The office reserves the right to reject any or all the tenders without assigning any reason thereto.

(Dr.Ravi Shankar)
Deputy Director

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Annexure-I

Description & Materials to be supplied by the agency

Sl. No.	Name of the cleaning and sweeping Materials	Brand Name	Minimum Quantity to be supplied				Periodicity of supply
			Man Singh Road	Pushpa Bhawan	West Block-1,R.K.Puram	Sewa Bhawan	
1	Phenyl	Trishul Black	15 Litre	10 Litre	21 Litre	18 Litre	Monthly Basis
2	Hydrochloric	Approved	18 Ltre	12 Ltre	25 Ltre	21 Ltre	Monthly Basis
3	Detergent Powder	555	15 Pkt	10 Pkt	21 Pkt	18 Pkt	Monthly Basis
4	PVC Scrubber Std Size		----	03 Nos -	----	----	Quarterly Basis
5	Plastic Balti (15 Liters)		03 Nos	03 Nos	5 Nos	4 Nos	Half yearly Basis
6	Plastic Mug (1 Liter)		08 Nos	08 Nos	11 Nos	10 Nos	Quarterly Basis
7	Toilet Brush Std Size-Hocky		10 Nos	08 Nos	14 Nos	12 Nos	Quarterly Basis
8	Rubbing Brush- Hard		04 Nos	02 Nos	6 Nos	5 Nos	Quarterly Basis
9	Pool Jharu (400gm wight)		08 Nos	06 Nos	11 Nos	10 Nos	Monthly Basis
10	Naphthalene Ball	Trishul	07 Kg	04 Kg	10 Kg	8 Kg	Monthly Basis
11	Glass cleaner	Coolin	---	06 Nos	---	---	Monthly Basis
12	Wiper (1.05 Mtr in Length)		06 Nos	03 Nos	8 Nos	7 Nos	Quarterly Basis
13	Floor Map/ Pooncha 22''x 22''		10 Nos	06 Nos	14 Nos	12 Nos	Monthly Basis
14	Air fresher/ Odonil	Balsara/ Odonil	10 Pkt	06 Pkt	14 Pkt	12 Pkt	Monthly Basis
15	Room Freshner	Yardley	15 Nos	08 Nos	21 Nos	18 Nos	Monthly Basis
16	Iron Patti		04 Nos	02 Nos	6 Nos	5 Nos	Half yearly Basis
17	Industrial Brush 2' in with		04 Nos	02 Nos	6 Nos	5 Nos	Quarterly Basis
18	Liquid Soap / Hand wash	Homocol	15 Litre	08 Litre	21 Litre	18 Litre	Monthly Basis
19	PVC Litter Liftner		08 Nos	06 Nos	11 Nos	10 Nos	Half yearly Basis
20	Harpic Toilet Cleaner	Harpic	10 Nos	07 Nos	14 Nos	12 Nos	Monthly Basis
21	Sanitizer / Cleanzo	Metro poll	25 Ltre	18 Ltre	35 Ltre	30 Litre	Monthly Basis
22	Urinal Cube (Pink)	Trishul	10 Pkt	08 Pkt	14 Pkt	12 Pkt	Monthly Basis
23	Liquid for floor cleaning		24 Litre	16 Litre	33 Litre	29 Litre	Monthly Basis
24	Sink Jharu		06 Nos	02 Nos	8 Nos	7 Nos	Monthly Basis
25	Bamboo Jharu		04 Nos	Nil	6 Nos	5 Nos	Monthly Basis
26	Wash Basin Joona		10 Nos	06 Nos	14 Nos	12 Nos	Quarterly Basis

Note:-Any other items as and when required will be supplied by vender-Monthly, Quarterly, Half early.

Annexure-II

Prescribed Performa for quotation

With Reference to Tender Notice No. **Dated**

1. Name of the Firm/ Contractor
2. Building wise quoted monthly cost towards conservancy services:-

Sl. No.	Building Name	Area for Conservancy	No. of Workers required Per Day	Monthly cost quoted by the firm		
				Total Labour Cost/ Per Month (in Rs.)	Total Material Cost /per month (inRs.)	Total conservancy Charges /Per month (in Rs.)
1	Man Singh Road	16568 sq.ft incl.10 toilets	04			
2	Pushpa Bhawan	10693 sq.ft, incl. 08 toilets	03			
3	West Block-1,R.K.Puram	23200 sq.ft incl. 09 toilets	06			
4	Sewa Bhawan	20000 sq.ft incl. 06 toilets	04			
5	Two Supervisor to Monitor Conservancy at all four buildings		02		----------	

3. Period of validity of offer rates (in year):
   (Minimum period should be one year from the offer date)
4. Details of Earnest Money Deposit:
   (i) Draft / Pay Order No:
   (ii) Date of Issue:
   (iii) Name of the Bank:
   (iv) Draft / Pay Order Amount:

5. Whether support papers showing five years experience enclosed or not: Yes/ No
   If Yes-I) Central Govt. ii) State Govt. iii) Other Govt. Undertaking
6. Whether support papers showing the registration of the firm enclosed or not: Yes/ No
   If Yes –with the concerned authorities for ESI, PF, Service Tax, Laboure Charge, PAN etc.
7. I hereby declare that I have quoted my best rates for each of the building keeping in view the minimum manpower and materials required for cleanliness.
8. I agree to all the terms & conditions mentioned in the Tender Notice No…….. dated ……..issued by the Government of India , O/o Registrar General India, 2/A, Man Singh Road New Delhi.

Signature……
Name of the Signatory…… …….
Name of the firm/ Contractor ……..
Stamp/ Seal of the firm……