भारतसरकार/Government of India
गृहमंत्रालय/Ministry of Home Affairs
भारतकेमहारजिस्ट्रारकाकार्यालय
Office of the Registrar General, India
२-अ, मानसिंहरोड, नई दिल्ली – 110011
2-A, Man Singh Road, New Delhi-110011

E-Tender Notice

No.D-31011/01/2018-Ad-I **Dated:14-05-2018**

Tender for Annual Contract for providing Conservancy services for ORGI (Hqrs.) at NDCC-II Building(1st Floor) Jai Singh Road, West Block I, Sewa Bhawan, R.K. Puram , Pushpa Bhawan, and National Data Center, Shastri Park (8th Floor, DMRC Building, IT Park) New Delhi.

Tender quotations in two bids system are invited for the Annual Contract for providing Conservancy services for ORGI (Hqrs.) at NDCC-II Building(1st Floor) Jai Singh Road, West Block-I, Sewa Bhawan, R.K. Puram, Pushpa Bhawan, and National Data Centre, Shastri Park(8th Floor, DMRC Building, IT Park) of this office in New Delhi.

2. The bid will be accepted through e-tender only and intending bidders must be registered with the Central Public Procurement (CPP) Portal i.e. http://eprocure.gov.in/eprocure/app.

Schedule Activities	Date
Earnest Money Deposit to be submitted	Rs. 1,00,000/- (One Lakh Only)
Tender Fee	Rs. 1,000/- (Rupees One Thousand Only)
Date of Issue/Publishing	14.05.2018
Document download start date	15.05.2018
Seek clarification start date	15.05.2018
Seek clarification end date	25.05.2018
Bid submission started	15.05.2018
Bid submission closing date	04.06.2018 (3:00 PM)
Date and time of opening of technical Bids	05.06.2018 (3:30 PM)
Date and time of opening of Financial Bids	after examination of technical bids

3. In case any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. This RFP is being issued with no financial commitment and ORGI reserves the right to change or vary any part thereof at any stage. ORGI also reserves the right to withdraw the RFP should it be so necessary at any stage.

(V.A. Warade)
Joint Director
011-23388330

सत्यमेव जयते

RFP No. No.D-31011/01/2018-Ad-I, dated- 14.05.2018

REQUEST FOR PROPOSAL FOR

Annual Conservancy Services for ORGI (Hqrs.) at NDCC-II Building (1st Floor), Jai Singh Road, West Block I, Sewa Bhawan, R.K. Puram, D.P. Division, Pushpa Bhawan, and National Data Center, Shastri Park (8th Floor DMRC Building IT Park) New Delhi.

Office of the Registrar General and Census Commissioner, India
Ministry of Home Affairs, Govt. of India,
2/A, Man Singh Road, New Delhi - 110 011

Instructions for Online Bid Submission

1. All interested bidders are requested to register themselves with the portal http://eprocure.gov.in and enroll their digital certificate with the user id for participation in the tender.

2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

i) Late and delayed Bids / Offers after due date / time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

iii) No bid can be modified after the dead line for submission of bids.

iv) No manual bids / offers along with electronic bids / offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers on-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents

i) Bidders must submit on line offers by the date and time mentioned in the Notice Inviting Tender (NIT) at the website address stated therein.

ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.

iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.

iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.

v) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate without tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.

vi) The bid shall be upload through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.

vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e-tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.

ii) The bid shall be opened on-line on the date & time mentioned in the Notice Inviting Tender (NIT).

iii) The Price Bids only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid as mentioned in the NIT. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser version internet explorer v8.0 or higher recommended.

11. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

12. In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those Firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

13. **Clarification regarding contents of the RFP**: A prospective bidder who requires clarification regarding the contents of the bidding documents shall clarify to the Bidder in ORGI as per the schedule.

14. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by signed confirmation copy to be sent by post and such signed confirmation should reach the ORGI not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

15. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

16. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

17. **Validity of Bids: -** The Bids should remain valid for 120 days from the last date of submission of the Bids.

18. **Earnest Money Deposit: -** The EMD instrument in original has to be submitted by dropping it in the Tender-box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space. Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs1,00,000/-** along with their technical bids in the name of **PAO (Census), MHA, New Delhi.** The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per format. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

19. The tender shall be submitted in major parts, namely 'Technical / Commercial Bid' and 'Price Bid (BOQ)'.

20. As a part of software requirement for the e-tender, the main features are:

i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.

ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e-tender and submit the original EMD physically within the closing time & date as mentioned.

21. In respect of two-bid system, Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The bidders are required to quote only one product against each line item which meets the product specification requirement in the bid document otherwise bid will not be considered for further evaluation and compatible spare parts will not be accepted.

22. It is mandatory for every tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI. Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

Scope of Work and general instructions to bidders

1. The office of the Registrar General & Census Commissioner, India intends for the **Annual Contract for providing Conservancy services for ORGI (Hqrs.) as per details given below:**

S. no.	Locations	Area to be covered for conservancy	Required no. of Sweepers	Required no. of Supervisors
1	**NDCC-II Building (1st Floor) Jai Singh Road, ND**	12000 sq.ft	4	**02**
2	**West Block-I, R. K. Puram, ND**	23200 sq.ft incl. 09 toilets	7	
3	**Sewa Bhawan, R. K. Puram, ND**	20000 sq.ft incl. 06 toilets	4	
4	**National Data Center, Shashtri Park, ND**	32,000 sq.ft, incl. 05 toilets	4	
5	**Pushpa Bhawan, ND**	3500 sq.ft	1	

2. The contract is likely to commence from the date of award of contract and would continue for a period of one year. The period of the contract may further be extended after the completion of contract as per the requirement of this office or may be curtailed/terminated before the contract period owing to deficiency in service or supply of sub-standard quality of materials. This office, however, reserves the right to terminate the initial contract at any time after giving one week notice to the awardee Firm.

3. The e-tenders is invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Firms are advised to submit their bids "by visiting the Govt. of India, Central Public e-Procurement (CPP) Portal i.e. http://eprocure.gov.in. The bids will be accepted as e-tender only i.e. the tenderers will submit their bids on the e-Procurement Portal (module of NIC), in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Government of India, Central Public e-Procurement (CPP) Portal i.e. http://eprocure.gov.in are **pre-requisite** for e-tendering.

4. The scanned copy of the Earnest Deposit (EMD) of Rs. 1,00,000/- (Rupees One lakh only) which must be uploaded with the Technical Bid and original of the same has to be dropped in the Tender Box in Room No. 20 at 2-A, Man Singh Road, New Delhi – 110 011 in a sealed envelope super scribed with the words **Annual Contract for providing Conservancy services for ORGI (Hqrs.) at NDCC-II Building(1st Floor) Jai Singh Road, West Block-I, Sewa Bhawan, R.K. Puram ,Pushpa Bhawan, and National Data Center at Shastri Park, New Delhi.**

5. The Firms who are exempted for EMD shall be dealt as per General Financial Rules, 2017 subject to submission from submission of requisite documents for seeking such exemption. Copies of relevant orders/documents regarding such exemption should be submitted along with the bid.

6. **Eligibility Criteria Terms and conditions:**

i) The Firm should have annual turnover of at least **Rs. 50 Lakhs (each financial year)** in the last three year i.e. 2014-15, 2015-16 and 2016-17.

(ii) The Firm will submit work(s) order of Rs. 25 Lacs for each of the financial years 2014-15, 2015-16 and 2016-17 of Government of India/ State Governments/Public Sector Undertakings/any other reputed companies.

(iii) Interested Firms should quote their rates and other details as per prescribed proforma of **"BOQ"** (Financial bid) only. They should quote their rates indicating month wise cost of manpower keeping in view the strict compliance of labour laws i.e. minimum wages ESI, EPF, insurance etc. and cost of cleaning materials. **The offer without rates (BIS/ISI Brand) of cleaning materials 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 as per requirement on the existing terms and conditions. If so desired by the competent authority based on performance.

(v) The Firm will deploy **20 nos. (Twenty) of safai karmacharies (sweepers) at all above mentioned five locations** of ORGI. **2 nos. (Two) Supervisors** will also be deployed for monitoring the conservancy services at all five 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.

(vi) Aadhaar enabled Biometric Attendance records for each worker should be maintained. The Firm would be required to enroll its workers deputed in ORGI for Biometric attendance.

(vii) The Firm should have to furnish service tax/GST return of last 3 years. The Firm should have ISO certificate (9001-2008) for conservancy services. The Firm should have at least 40 nos. of workers with EPF numbers.

(viii) The Firm has to submit a certificate from any Nationalized Bank showing that their current account in the name of company is functional for last three years.

(ix) The Firm should have at least three years' experience in the field of providing conservancy services. They should have undertaken similar works in at least three Govt. Departments/ PSUs/ or companies of repute.

(x) The Firm should also be registered with the concerned authorities in respect of ESI, PF, GST, Labour Licenses and should have a valid PAN etc.

(xi) The Firm should enclose the company's profile, ESI and PF code numbers, copy of GST and income tax clearance certificate, PAN No., TIN No.

(xii) The interested Firms 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 Firms can contact the Building In-charge of above locations.

(xiii) 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), MHA" 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 03 months of completion of contract. No interest will be payable for "Performance Security".

7. The bidders are required to upload scanned copies of the following documents duly signed along with the Technical bid for evaluation:
   (i) Scanned copy of Company's Name and Profile.
   (ii) Scanned copy of Earnest Money Deposit (EMD) (Rupees one Lac only)
   (iii) Scanned copy of Tender Fee (Rupees one Thousand only).
   (iv) Scanned copy of PAN Card and GST No.
   (v) Scanned copy of ISO certificate (9001-2008) for conservancy service.

(vi) Scanned copy of IT return filed for the last 3 financial years i.e. 2014-15, 2015-16 and 2016-17.
(vii) Scanned copy of annual turnover of the Firms should be at least Fifty Lakhs during each of the last three financial years i.e. 2014-15, 2015-16 and 2016-17.
(viii) Scanned copy of the audited balance sheets for the last three financial years i.e. 2014-15, 2015-16 and 2016-17.
(ix) Scanned copy of VAT / Sales Tax Registration Certificate / TIN registration certificate and its return of last 3 years.
(x) Scanned copy of ESI & PF Registration certificate and latest challan copy & also provide list of number at least of forty workers required with their ESI or EPF number.
(xi) Scanned copy of work order of at least Rs. 25 Lakh (each year) for each of the financial years 2014-15, 2015-16 and 2016-17 from any Government of India/State Government/Public Sector Undertakings/any other reputed organizations.
(xii) Scanned copy of the certificate from bank showing that their current account in the name of company is functional for the last three years.
(xiii) Scanned copy of self-certificate duly signed by the Firm that Firm is not currently black listed either by ORGI or any other Central Govt. / State Govt. / Public Sector Undertaking
(xiv) Scanned copy of Undertaking that none of the relative of Firm is working in ORGI.
(xv) The Firm shall have valid license/registration certificate and should have experience of three years for running conservancy services. They should have undertaken similar works in at least three Govt. Departments/ PSUs/ or companies of repute
(xvi) Scanned copy of Firms should have to furnish service tax return of last 3 year
(xvii) Scanned copy of Undertaking that the selected firms will provide conservancy services for a minimum period of one year at the approved rate.
(xviii) Scanned copy of three years' experience in the field of providing conservancy services.

8. **At any stage if the experience certificates, Registration certificate and details furnished by the Firm are found to be false the earnest money shall be forfeited and the Firm will be debarred from the tendering process.**

9. The rates quoted by the Firms would not be altered or changes due to non-application of any clause and the same would be treated for defining the Firm's position in the tender for finalizing award of work.

10. Evaluation of the Bid

(i) An evaluation Committee formed by ORGI would examine both the Technical and Financial bids based on the details provided by the applicant Agencies on the specified time and date fixed by the ORGI.

(ii) The Evaluation Committee will determine whether the proposal is complete in all respects and the decision of the Evaluation Committee shall be final in this regard.

(iii) Technical Evaluation: The Evaluation Committee will first evaluate the Technical Bid submitted by the applicant agencies. The experience, credibility, quality, prerequisite documents and competence of the Firm would constitute the core parameter for technical evaluation.

(iv) Financial bid of only those agencies who are found to be technically qualified will be opened on the specified date and time.

(v) The representative of the Tenderer who wishes to attend the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.

11. Evaluation of Price Bids:

(a) The Price Bid shall comprise the price component for all the mandatory services indicated in the BOQ of the bid document. Besides this GST as applicable will be paid on the amount quoted in BOQ.

(b) ORGI shall however, deducts such taxes at source as per rules and issue necessary certificates to the Firm. The prices once accepted by the ORGI shall remain valid till the currency of the contract. The ORGI shall not entertain any increase in the rates during the period. In case of extension of the contract further, the prevailing rates as announced by Govt. of NCT, in the month would be taken for payment. However in case there is an increase in statutory rates and taxes by Govt. of India or Govt. of NCT Delhi, the same would be considered on merit basis.

(c) Quoted rates shall ensure compliance of statutory obligations like Contract Labour. Employee State Insurance Act and rules made under there, Minimum wages Act, 1948 EPF (Misc. Provision) Act 1952 and rules made under there and any other labour Legislate that may be applicable or may become applicable.

(d) The rates quoted shall be inclusive of all obligatory and mandatory expenses as per NCT laws i.e. minimum wages, Provident Fund, ESI, Taxes etc. and the interpretation of the ORGI would be final in this regard.

(e) Prices quoted should be reasonable and in accordance with the laws of NCT, in Indian rupees only in both figures and words

(f) Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price. If there is any other discrepancy, the figure leading to the determination of the higher amount shall be adopted. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.

(g) Erasing overwriting and corrections in the offer would render the bids as invalid.

12. **Award Criteria**: The work award shall awarded to the successful bidder on the basis of calculation of cut of rates calculated by ORGI, comprising of mandatory compliance of labour laws and Firms whose bid has been determined to be responsive by the Technical Evaluation committee and has also been cleared for opening of the financial bid and thereafter determined after compiling all statuary obligations as the lowest evaluated bid above the cut of rates on the basis of quoted rates. However the ORGI reserve the right to accept the lowest or any other bid and also reserve the right to accept any bid, wholly or in part and open to reject any or all bids without any assigning any reason. The office at its absolute and sole discretion reserves the right to award contract to any one bidder for the purpose as may be necessary or expedient. In case of rates found to be similar in the tender, the performance and turnover would be the criteria for selection of Firm.

13. **Payment terms.**

The ORGI shall make the contract payment as per the payment schedule mentioned below:

(a) Monthly bills submitted in triplicate by the Firm for the conservancy services works executed in the preceding month, shall be paid. The Payment shall strictly be made on the basis of satisfactory reports received from caretaker/building in-charge of the concerned buildings and attendance report generated through Aadhaar enabled Biometric Attendance System. The Firm may be asked to produce copies of Acquaintance rolls and ESI, EPF statement for proof of payment. The payment of GST as per the existing rate will be made to selected firm.

(b) If the performance of the conservancy services by the Firm is not found satisfactory the Competent Authority shall have power to deduct proportionate amount from the monthly bill or to terminate the contract without any reason to the Firm. Upon such termination, the security deposit of the Firm shall be liable to be forfeited and shall be absolutely at the disposal of ORGI

(c) If at any time during currency of JOB, the SCOPE OF WORK for which this job has been awarded is reduced/abandoned, the payment value of this job order shall be reduced on pro-rata basis by the ORGI and the decision of ORGI, would be binding on the Firm.

14. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.

15. No bid will be considered unless and until all the pages documents comprising the Bid are properly signed and stamped by the persons authorized to do so.

16. In the event of bid being accepted, an agreement will be prepared and contract will be governed by the terms and conditions of the agreement. The instructions to bidders shall also form part of the contract.

17. The Firm would have to acknowledge that he has made himself fully acquainted with all the conditions and circumstances under which the supplies required under the contract will have to be made or furnished and the terms, clauses and conditions, specifications and other details of the contract and the supplies. The Firm shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of his obligations under the contract.

18. If the Firm or his agents or employees are found guilty of fraud in respect of the contract or any other contract entered into by the Firm or any of his partners or representatives thereof with the ORGI; or at any time during the pendency of the contract, it comes to the notice of the ORGI, that the Firm has misled it by giving false/incorrect information, ORGI may its discretion cancelled the contract and may impose penalty, as deemed fit, including forfeiting of performance guarantee and black listing.

19. The Firm will be responsible for the conduct of all workers deployed by him and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Firm or any of the workers agents any others deployed by the Firm in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The ORGI will not be liable for any loss or harm to any person within or outside the ORGI campus from any act of omission or commission of any of the workers agents any others deployed by the Firm in the course of providing any services stated in this contract.

20. The ORGI shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the Firm or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at ORGI.

21. Without prejudice to the preceding term of contract, the will be liable to reimburse the ORGI of any cost because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Firm or any of the workers Sub Firms agents any others deployed by the Firm in the course of providing any services stated in this contract

22. The Firm shall be solely responsible for compliance with all statutory laws/rules/regulations such as those concerning PF, ESI, Labour laws, Minimum wages, etc. The ORGI shall not be liable for any contravention/non-compliance on the part of the Firm. Any contravention/non-compliance on the part of the Firm would be construed as a sufficient ground for termination of the contract at the discretion of the ORGI.

23. The Firm may discontinue the contract at any point of time, by giving a notice at least 60 days before the intended date for discontinuation. But will forfeit his Security Deposit (EMD) submitted by it, in case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation. The ORGI will have the right to claim damages, and recover them from the payments due to the Firm or by any other means, in addition to forfeiting the Security Deposit of the Firm.

24. The Firm has to maintain all the relevant register/records as per the laws related with labour engagement etc. The workers employed by the Firm will not be treated as the employees of the ORGI for any purpose whatsoever.

25. The office of the ORGI reserves the right to accept or reject any or all bids partly or fully without assigning any reason and no correspondence would be made in this regard.

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

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

(ii) It will be ensured that branded type (ISI/ BIS) 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 hourly 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 will register all his sweepers/supervisors for Aadhaar enabled Biometric Attendance system within period of 15 days after award of work.

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

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

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

(x) 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.

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

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

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

(xiv) The Firm shall be required to maintain building – wise logbooks showing the manpower engagement stock of cleaning materials etc. with respective building –in- charge and get them verified from the building incharge.

(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.

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

(V.A. Warade)
Joint Director
011-23388330

Copy to:

1. **Notice Board.**
2. **Office web site.**

ANNEXURE-I

PRESCRIBED PERFORMA FOR TIECHNICAL BID

With reference to Tender Notice No: D-31011/01/2018-Ad-I the undersigned furnishes below/encloses herewith following details/documents as part of Technical Bid for consideration:-

SI. No	Documents	Yes/ No	If Yes, Page No.	
1	Copy of Company's Name & Profile			
2	Copy of Earnest Money Deposit (Rupees One Lac only)			
3	Copy of Tender Fee (Rupees One Thousand only).			
4	Copy of PAN Card and GST No.			
5	Copy of ISO certificate (9001-2008) for conservancy service.			
6	Copy of IT return filed for the last 3 financial years i.e. 2014-15, 2015-16 and 2016-17			
7	Copy of annual Turnover of the Firm/agencies should be at least Fifty Lakhs (each financial year) during last three financial years i.e. 2014-15, 2015-16 and 2016-17.			
8	Copy of the audited balance sheets for the last three financial years i.e. 2014-15, 2015-16 and 2016-17			
9	Copy of VAT / Sales Tax Registration Certificate / TIN registration certificate and its return of last 3 years.			
10	Copy of ESI & PF Registration certificate and latest challan copy & also provide list of number at least of forty workers required with their ESI or EPF number.			
11	Copy of work order of Rs.25 Lakh (each year) for the year 2014-15, 2015-16 and 2016-17 of Government of India/State Government/Public Sector Undertakings/any other reputed companies			
12	Copy of the certificate from bank showing their current account in the name of company for the last three years.			
13	Copy of self-certificate duly signed by the Firm that Firm is not currently black listed either by ORGI or any other Central Govt. / State Govt. / Public Sector Undertaking.			
14	Copy of undertaking that none of the relative of Firm is working in ORGI.			
15	The Firm shall have valid license/registration certificate and should have experience of three years for running conservancy services. They should have undertaken similar works in at least three Govt. Departments/ PSUs/ or companies of repute			
16	Copy of Firms should have to furnish service tax return of last 3 year			
17	Copy of undertaking that the selected firms will provide conservancy services for a minimum period of one year at the approved rate.			
18	Copy of three years' experience in the field of providing conservancy services			

2. I agree to the terms and condition as mentioned in the Tender Notice No: D-31011/01/2018-Ad-I issued by the ORGI.

(Signature of the Bidder) Name and Address (with seal)

ANNEXURE-II

Description & Materials to be supplied by the Firm

SI. No.	Name of the cleaning and sweeping Materials of good quality & ISI/BIS	Minimum Quantity to be supplied					Periodicity of supply
		Shastri Park Data Center	NDCC-II Jai Singh Road	PushpaBhawan	West Block-1,R.K.Puram	SewaBhawan	
1	Phenyl	11Litre	4Litre	02Litre	05Litre	05Litre	Monthly Basis
2	Hydrochloric	05 Litre	05Ltre	02Ltre	05 Ltre	05Ltre	Monthly Basis
3	Detergent Powder	10Kg	7 Kg	2Kg	8Kg	7Kg	Monthly Basis
4	PVC Scrubber Std Size	----	----	01 Nos -	----	----	Quarterly Basis
5	Plastic Balti (15 Liters)	8 Nos	03 Nos	01 Nos	5 Nos	4 Nos	Half yearly Basis
6	Plastic Mug (1 Liter)	11 Nos	08 Nos	04 Nos	11 Nos	10 Nos	Half yearly Basis
7	Toilet Brush Std Size-Hocky	14 Nos	5 Nos	04 Nos	14 Nos	12 Nos	Quarterly Basis
8	Rubbing Brush- Hard	6 Nos	04 Nos	01 Nos	6 Nos	5 Nos	Quarterly Basis
9	Phool Jharu (400gm wight)	11 Nos	08 Nos	03 Nos	11 Nos	10 Nos	Monthly Basis
10	Naphthalene Ball	04 Kg	02 Kg	01 Kg	03 Kg	02Kg	Monthly Basis
11	Glass cleaner	10Nos	10Nos	01Nos	03Nos	03Nos	Monthly Basis
12	Wiper (1.05 Mtr in Length)	12 Nos	06 Nos	01 Nos	8 Nos	7 Nos	Half yearly Basis
13	Floor Map/ Pooncha 22''x 22''	14 Nos	10 Nos	03 Nos	14 Nos	12 Nos	Monthly Basis
14	Air fresher/ Odonil (75 gms)	8 Pkt	6Pkt	02Pkt	8 Pkt	8 Pkt	Monthly Basis
15	Room Freshner	13 bottle of 200 ml	05 bottle of 200 ml	01 bottle of 200 ml	05 bottle of 200 ml	05bottle of200 ml	Monthly Basis
16	Iron Patti	6 Nos	04 Nos	01 Nos	6 Nos	5 Nos	Half yearly Basis
17	Industrial Brush 2' in with	6 Nos	04 Nos	01 Nos	6 Nos	5 Nos	Half yearly Basis
18	Liquid Soap / Hand wash	25Litre	15 Litre	04Litre	21 Litre	18 Litre	Monthly Basis
19	PVC Litter Liftner	----	08 Nos	03 Nos	11 Nos	10 Nos	Half yearly Basis
20	Toilet Cleaner	10 Litre	5 Litre	02 Litre	10 Litre	7 Litre	Monthly Basis
21	Sanitizer / Cleanzo	30 Litre	25 Ltre	08Ltre	35 Ltre	30 Litre	Monthly Basis
22	Urinal Cube (Pink)	12 Pkt	5Pkt	04Pkt	14 Pkt	12 Pkt	Monthly Basis
23	Sink Jharu	2 Nos	06 Nos	01 Nos	8 Nos	7 Nos	Monthly Basis
24	Bamboo Jharu	---	04 Nos	Nil	6 Nos	5 Nos	Monthly Basis
25	Wash Basin Joona	18 Nos	5 Nos	03 Nos	14 Nos	12 Nos	Quarterly Basis
26	Workstation duster(yellow)	30 Nos.	--	--	--	--	Monthly Basis
27	Cleaning Gloves	5 Pairs	--	--	--	--	Quarterly Basis
28	Dustbin covered Dustbin (Large Size)	5 Nos.	--	--	--	--	Half yearly Basis
29	Dustbin(Medium Size)	25 Nos.	--	--	--	--	yearly Basis
30	Waste Bags for Large size dustbin	150 nos.	--	--	--	--	Monthly Basis
31	Waste Bags for Medium size dustbin (For two nos. of Lunch Room)	60 nos.	--	--	--	--	Monthly Basis
32	Adjustable Cobweb Ceiling Cleaning Broom (1.5 Metre)	02 nos.	--	--	--	--	Quarterly Basis
33	Dust Mop (60 cms.)	03 no.	--	--	--	--	Monthly Basis
34	Soap Cartridge * for Skin care cassette Dispenser	25 Litre	--	--	--	--	Monthly Basis

ANNEXURE-III

PRESCRIBED PERFORMA FOR FINANCIAL BID (BOQ)

With Reference to Tender Notice No. D-31011/01/2018-Ad-I; Dated- 14.05.2018

1. Name of the Firm/ Contractor

2. Cost towards conservancy services to be furnished in the prescribed format as given below:-

SI. No	Item Description	No.	Total amount per Month	Total amount per Annum
1	Expenditure incurred on deployment of **Sweepers** as per statutory laws of Labour Department, NCT Delhi	20		
2	Expenditure incurred on deployment of **Supervisors** as per statutory laws of Labour Department, NCT Delhi	02		
3	Service Charges, if any	01		
4	Cleaning materials cost as per Annexure-II	01		
	Total amount in figure			
	Total amount in words			