

File No. 7/9/2006/NMCC
Ministry of Commerce & Industry
National Manufacturing Competitiveness Council

Vigyan Bhawan Annexe, New Delhi,
Dated the 6th Sep, 2010

To,

Sub:- Notice inviting sealed tenders for provision of daily cleaning and scrubbing services at NMCC Office --regarding

Sir,

National Manufacturing Competitiveness Council (NMCC) invites sealed tenders from well established reputed firms/ registered Services Providers for provision of cleaning services for office premises consisting of presently 25 Rooms, Conference Hall, Board Room, Corridors & Toilet on 1st floor on all working days from Monday to Friday on regular basis & Saturday & Sunday on requirement basis for which overtime should be given to staff.

Tender Date : 8th Sep, 2010
Closing Date & Time : 8th Oct, 2010 at 1500 hrs.
Opening Tender : 8th Oct, 2010 at 1600 hrs

2. The tenders will be opened on 8th Oct, 2010 at 1600 hrs by the purchase committee in the room no.238, Vigyan Bhawan Annexe, Maulana Azad Road New Delhi -110011.
3. The rates should be quoted for 02 Safai karamchari with materials as per Annexure-1.
4. An earnest money deposit (EMD) of Rs. 5000/- must accompany each quotation. This shall be in form of an account payee Demand Draft of any Nationalized Bank drawn in the name of Drawing & Disbursing Officer (DDO), NMCC payable at New Delhi without which the tender shall be summarily rejected. In case of non-selected vendors, Demand Draft will be refunded. No interest will be payable on EMD amount.
5. The rates should be quoted by the Cleaning Agency on the basis of the minimum wages rates fixed by the Labour Department of Delhi Government. (A copy of minimum rates of wages issued by the Labour Department of the NCT Delhi should be enclosed with the quotation). The Council reserves the right to ask for proof of actual payment to the cleaning staff, as and when required.

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6. The firm/ Agencies may read the terms may read the terms & conditions and scope of work and material required for cleaning services. The copy of the terms & conditions scope of work are to be submitted along with tender dully signed by the Authorized signature and stamp of the firm.

7. Incomplete or unsigned quotations are liable to be rejected.

8. Tender must reach the undersigned in the Room No. 238, Vigyan Bhawan Annexe, Maulana Azad Road New Delhi -110011 complete in all respects, latest by 1500 hrs on 28th Sep, 2010 otherwise it will be rejected. Tenders received after the due date and stipulated date & time due to any reason whatsoever including postals delays shall not be considered The Tender cover must superscripted as **"TENDER FOR CLEANING WORK IN NMCC"**.

(D.P.Srivastava)
Joint Chief

Terms & Conditions

1. The firm/agency should have ESI, PF and Service Tax Registration.
2. The firm/agency should have a minimum of 03 years experience in carrying out cleaning and scrubbing work in the Govt/Autonomous Offices for which they should produce certificates from the client departments about their satisfactory Work.
3. No increase in the agreed rates shall be entertained during the period of contract except the Minimum wages if increased by the NCT during the contract period.
4. The cleaning staff should be smartly dressed and in proper uniform. The cleaning personnel will be well trained in the field of cleaning services. The staff must be well mannered and loyal to the cleaning agency. If, at any time, the Cleaning Staff is found to be guilty of misconduct in any matter, the concerned personnel may be replaced by the Cleaning agency within 24hours.
5. Summer and winter uniforms for the cleaning staff are to be provided by the cleaning agency.
6. The agreement shall be valid for an initial period of one year only. NMCC can terminate the agreement by giving one month written notice beginning the first day of the month.
7. NMCC shall pay the amount as per the rate contract to the cleaning agency and the agency shall pay to the cleaning personnel as per minimum wages Act. NMCC shall not be responsible for the release of benefits such as provident funds, ESI, Pension benefits and any other allowances.
8. A pre-receipted bill in triplicate is to be submitted by the Agency, after disbursement of the wages to the employees engaged, for release of the payment by means of an Account Payee Cheque.
9. The cleaning personnel shall come on duty in time i.e. 0830 hrs. and leave the office at 1700 hrs. If the cleaning personnel absent for any reason, the

reliever shall be provided by the cleaning agency from an existing pool of cleaning personnel.

10. The Agency to whom the contract is awarded has to submit the Police Verification Report before the actual deployment of their employees in the NMCC.
11. NMCC shall not provide any allowance for washing, entertainment, hardship, refreshment or any other such allowance.
12. That all the cleaning personnel/cleaning personnel reliever shall be deemed to be employees of the cleaning agency. The particulars of the staff in the pool of the cleaning agency should be available to NMCC. The cleaning agency shall be responsible for their monthly salary, fringe benefits, behaviour, duty roster, leave records, reliever among other details.
13. The coordinating person from the cleaning agency should meet the Officer-in-charge at least twice a month to sort out any problem that may arise from either side.
14. The cleaning agency shall provide a bank guarantee as a security cover for an amount equivalent to 10% of the total value of the contract for one year from a nationalized bank in the name of the DDO, NMCC which shall be valid for the duration of the contract. No interest will be payable on Security Deposit. Security Deposit will be refunded after the completion of contract and on providing satisfactory service.
15. Non-compliance of any terms and conditions enumerated hereinafter the award of contract shall be treated as breach of contract.

SCOPE OF WORK

Daily basis

- (a) General cleaning of the Chambers of the Chairman, Member Secretary, Conference Hall, Corridor in between the Rooms of the NMCC on first floor, One Toilet on 1st floor, Stair in front of Chairman's Chambers and all the office rooms of the NMCC located in the Vigyan Bhawan Annexe as per daily routine jobs.
- (b) Removal of waste papers from waste paper baskets and any other garbage from the entire premises of the NMCC in Vigyan Bhawan Annexe.

- (c) Dusting and cleaning of furniture in all rooms, cupboards, almirals, racks, fans telephones equipment etc.
- (d) Restocking of toiletries in toilet after routine check-ups in the morning. Acid/ Harpic cleaning and scrubbing of toilet /WC, Urinal stands, wash basins, floor area of the toilets and cleaning, wet mopping of all toilets.
- (e) Daily cleaning and dusting of plants hired on contact basis.
- (f) Removal of any kind of dirt or strains from anywhere in the premises including corners, foot of the ventilations, ceilings, walls window etc. as when required.

Monthly Services

- (a) Scrubbing of entire premises.
- (b) Dusting of walls, roofs, ceilings etc.
- (c) Stain removing of entire prem
- (d)
- (e) ises occupied by the NMCC.

Contingency Services

- (a) The Agency shall also provide cleaning services in the entire premises as and when the contingency arises, on any day of the week.
- (b) The Agency shall be responsible to maintain quality and work efficiency by deploying extra staff, if so required.
- (c) No extra payment shall be charged from the NMCC for this contingency work.

Materials

It shall be the responsibility of the agency to arrange for all consumable materials such as duster, mops, brushes, brooms, pans, detergents, washing powder, sponges, buckets, garbage sacks, polish, phenyl (Black & White), acid, toilets disinfectants, liquid soaps , hand towels, soaps cakes Colin/brisk/silicone spray etc and any other related materials required.

Annexure-I

S/No.	Particulars	Charges per person/per month	Total Charges for 2 persons /per month
1	Wages as per fixed by the department of Labor , NCT, Delhi		
2	ESI, PPF,		
3	Material Charges *		
4	Contractors Profit		
5	Service Tax , if any		
6	G.Total		

The details of the material may be given

Signature with seal