

Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhawan Annexe,
New Delhi the 27th February, 2006.

Subject: Notice inviting sealed tenders for provision of daily cleaning and Scrubbing services at NMCC Office.

TENDER DATE : 27th February, 2006

CLOSING DATE & TIME : 7th March, 2006 at 1500 Hrs

OENING DATE & TIME : 7th March, 2006 at 1600 Hrs

TENTATIVE START DATE : 2nd DAY AFTER RECEIPT OF WORK ORDER

Sealed tenders are invited from reputed and experienced firms for provision of cleaning services for office premises of the National Manufacturing Competitiveness Council (NMCC) consisting of presently 30 Rooms including corridors in Vigyan Bhawan Annexe, New Delhi on all working days viz. Monday to Friday with cleaning materials and equipment. **The rates should be quoted on per person per month basis and should include all taxes.**

2. The firms may send their bids super scribed "**Tender for Cleaning and Scrubbing services**" and addressed to the Director (NMCC), Ministry of Commerce & Industry, Room No. 226, Vigyan Bhawan Annexe, New Delhi.

3. Firms fulfilling the following criteria are eligible to submit the tenders:

- a) Firms should have ESI Registration alongwith Registration for EPF.
- b) Authenticated copy of PAN
- c) Service Tax Clearance Certificate for 2004-05
- d) Completed at least 3 works in last 3 years amounting not less than Rs. 20.00 Lakhs per annum in the Government Departments/ Bodies.

4. The tenderer should have a minimum of three years' experience in carrying out cleaning and scrubbing work in the Government /bodies buildings. The tenderer should produce certificates from the client departments about the satisfactory execution of such type of job in the Government/bodies buildings for

a minimum period of three years, failing which the bid shall not be considered.

5 The contractor shall engage at least four full time labourers and one part time supervisor who will visit the site and ensure proper upkeep of the premises/rooms under the charge of NMCC.

6 It will be ensured that the entire assigned area for cleaning viz. corridors, staircases and rooms in the areas occupied by the NMCC are kept in perfect state of cleanliness and hygienic at all times to the total satisfaction of the NMCC.

7 The initial sweeping and mopping of all the areas will be completed by 8.45 a.m. on all working days. The corridors/stairs will be swabbed at least twice a day i.e. 8.45 a.m. and 02.30 p.m. In case of any short supply of workers, a recovery of Rs.200/- per worker per day shall be made from the contractors' bill.

8 The Contractor shall use best quality cleaning power/detergents and other material i.e. brooms, sweeping swabs, brushes etc. required as per directions of the NMCC.

9 The contractor shall arrange heavy duty scrubbing machines with the moppers for scrubbing of floors which will be done on every Saturday and, if necessary, on working days after office hours.

10. It shall be the responsibility of the contractor to collect all the sweeping and transport the same to the nearest NDMC dustbin. No extra amount will be paid on this account to the contractor.

11. It will be ensured that appropriate type of cleaning material suited for the cleaning of tiles, wooden floors, wooden skirting and stone surfaces etc. are used. Any damage caused to the property of this Council due to unsuitable cleaning material or due to the negligence on the part of the Contractor's workers will be liable to be compensated by the Contractor.

12. The Contractor shall be responsible for any act of omission and commission on the part of his workers and he will vouch for their good character and shall be responsible for their good conduct. Any damage done to the existing office machines / furniture by the workers shall be got rectified by the contractor at his own risk and cost.

13. The contractor will supply fresh sets of uniforms/badges, shoes etc to each worker who shall wear the same for whole day on work and also keep their uniforms clean.

14. The contractor shall not appoint any sub-contractor for the work under any circumstances; otherwise the contract shall be liable to be terminated.

15. Electricity and Water, if required for the purpose of cleaning, will be supplied free of cost but necessary arrangements for lead wires/cables etc., shall be arranged by the contractor at his own cost.

16. NMCC is a high security area where movements are restricted. The contractor shall have to apply for passes well in advance for carrying out work on Saturdays / Sundays/ holidays or after office hours, when required.

17. Any dispute regarding working hours and regarding compensation to be paid to the workers deployed will be the responsibility of the contractor and no representation will be entertained on this issue by the NMCC.

18. The decision of NMCC regarding satisfactory standard of cleanliness shall be final and binding on the contractor.

19. The payment will be released on monthly basis by cheque after the work for the month has been completed. For release of payment, pre-receipted bill may be submitted at the end of the month.

20. The contract will be valid for twelve months. However, in the event of services rendered being found unsatisfactory, the contract is liable to be terminated at any time. The decision of NMCC in this regard will be final.

21. The sealed tenders may be submitted by 7th March, 2006 (before 03.00 p.m.) to the Director, NMCC (Room No. 226-227), Vigyan Bhawan Annexe, New Delhi. The tenders will be opened on 7th March, 2006 at 04.00 p.m.

22. The Council will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

23. Earnest money (EMD): Rs.5,000/- (Rs. Five thousand only) in the form of crossed DD / Pay Order drawn in favour of National Manufacturing Competitiveness Council, New Delhi and drawn on International/Nationalized Bank/Scheduled Bank must be submitted along with the quotations). **Offers without EMD will not be considered.**

24. Security Deposit: The successful bidder/contractor will have to deposit an amount equivalent to 10% of Annual Contract Value in

the form of DD / Bank Guarantee from the Nationalized / Scheduled bank. Security deposit will be returned to the bidder/contractor after successful execution of the contract. Like EMD, Security deposit would also be non-interest bearing.

25. **Forfeiture of EMD / Security Deposit:** In case of non-submission of the security deposit and / or non-acceptance of the order, the EMD submitted along with offer is liable to be forfeited. Likewise non-performance of the contract will result in forfeiture of security deposit with application of risk purchase clause as appropriate.

26. **Refund of EMD: EMD** would be returnable on the non-interest bearing basis. EMD of the unsuccessful bidders / contractors will be returned back as soon as the decision is taken by NMCC regarding placement of order. The EMD will be forfeited if it is not claimed within one year from the date of issue of refund intimation to the respective bidders.

27. The declaration form that the supplier shall abide by the terms and conditions of the tender may be signed stamped and returned to the Council alongwith the quotations.

28. One duly authorized representative of each bidder would be allowed to participate in the opening of the tender.

29. We look forward to receive your most competitive and reasonable offer against this tender notice

(S. S. Madan)
Deputy Chief
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To
