

No.D-31013/1/2015-A&G
Government of India
Publications Division (HQ)
Ministry of Information & Broadcasting
(A&G Section)

Dated 14.12.2015

**NOTICE INVITING TENDER FOR CLEANING WORK OF OFFICE
PREMISES**

Sub:- Cleaning of the office accommodation of Publications Division located in Publications Division (HQ), Soochna Bhawan, Old Sectt. & Feeder Store Faridabad.

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Sealed quotations are invited for award of Contract for cleanliness and maintenance of the office(s) of Publications Division on daily basis for a period of one year initially extendable by one more year, subject to satisfactory performance of the vendor on outsourcing basis as per terms and conditions given as under:-

Scope of Work:

A. Area of work.

The following areas of building in the office (s) of Publications Division , will be covered under cleaning and maintenance of services.

S.No.	Name of the Building & Location	Approx. Carpet/Surface area (in Sq. ft.)
1.	Total Office Accommodation area in 6 th Floor & Ground Floor, Publications Division (HQ), Soochna Bhawan, CGO, Complex, Lodhi Road, New Delhi 110003.	39750 Sq. feet.
2.	Sales Emporium, Old Sectt.	5000 Sq. feet.
3.	Feeder Store, Faridabad	20000 Sq. feet.

1. Downloading of Tender document:- Tender document is available in the Publication Division website at www.publicationsdivision.nic.in and can be download from the website. The tender document is available @ Rs.500/- each can be obtained from A&G Section, Publications Division (HQ) Room No. 691, 6th Floor, Soochna Bhawan,CGO, Complex, New Delhi 110003. In case of download from the website Demand Draft @ Rs.500/- may also be enclosed in favour of ADG(I/c), Publications Division, New Delhi.

2. Opening of Tenders:- The quotations in sealed envelope may be sent to Section Officer (A&G) Publications Division (HQ), Ministry of I&B, Room No. 691, 6th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003 so as **to reach latest by 3.00 p.m. till 6.1.2016.** It is reiterated that the quotation received after the due date and time will not be entertained. The quotations will be opened on the same day at 3.30 p.m. in the presence of tenders of their representatives present at that time. Kindly note that the opening of the tender will not be delayed just because the tenderer or their representatives are not present .

3. The quotations should be accompanied with an **earnest money of Rs.20000/-** in the form of Bank Draft/Banker's cheque in the name of Additional Director General, Publications Division. No tender would be accepted, if it is not accompanied with earnest money in the form of Draft/pay order. The earnest money deposited by the tenders, whose rates are not approved, will be returned to them in due course.

4. The firm, which is awarded the job, shall be required to deposit a performance security of Rs.50000/- (Rupees Fifty Thousand) only with this Division in the form of Bank Draft/FDR for a period of 1 ½ years from the date of inception of the contract dully pledged in favour of Additional Director General, Publications Division, New Delhi. The performance security will be refunded after the satisfactory completion of the contract.

B. Scope of Work.

The job of cleaning of Rooms/Sections in Sochna Bhawan and in other office building shall include tiles/wooden/cemented floors, tiles/wooden walls, false ceilings, windows panels, railings, switch boards, lights and electrical fittings, brass plates, notice boards, painting, posters, glazed/dado tiles, books book shelves, furniture and to undertake the following:-

- a) Dusting, Sweeping and mopping of all room/hall under occupation of Publications Division to be completed once daily by 9.00 a.m. or as soon as the room are opened on all working days.
- b) Special cleaning of visitors area of office of ADG (I/c) at 9.00 a.m. at 1.00 p.m. without causing any inconvenience to the office.
- c) Removal of Waste papers, materials and any other rubbish/ garbage, cleaning and dusting of windows, panels, railings, switch boards, lights and electrical fitting, notice boards, name plates, painting, posters, glazed/dado tiles etc. located both inside the room and outside in corridors to be carried out once daily on all working days.
- D) The conference hall and Book Gallery should be thoroughly cleaned once every day and if so directed by the Head of Office/S(A&G)/Caretaker before commencement of important meetings. The furniture, light fittings, wood panelling and brass planters should be thoroughly cleaned and polished.
- e) Providing Odonil and periodic spray of insecticide and room freshener in Section/rooms.
- f) Thorough cleaning, dusting, cleaning of cobwebs and vacuum cleaning of books shelves and racks of Book Gallery and Library of Publications Division.

Working Hours.

The Sweepers/labourers shall have to work from 8.00 a.m. to 5.00 p.m. with half-an-hour Lunch Break on all working days. Due to exigency of work on holidays/Saturdays/Sundays the Sweepers/labourers may be asked to be available from 9.00 am to 4.00 P.M. Working days for the cleaning purposes means Monday to Friday excluding National/Gazetted Holidays. The vendor shall also carry out cleaning work on Saturday/Sunday also as per above schedule in respect of those prts of office premises which may open on Saturday/Sunday in exigencies of work.

General Conditions

1. The contract shall deploy minimum 12 workers for H.Q. and 02 (Two) for Feeder Store, Faridabad and 01 (One for Old. Sect.) however, the contractor shall have to deploy additional manpower for satisfactory service, as per his own assessment and at his sown cost.
2. The contractor and his manager should have duly activated cell phones, number of which should be given to all Section and officers to facilitate contact whenever required.
3. The Division shall not provide any cleaning material/machine/equipment for the cleaning work. However, the contractor can use water from toilets for washing/cleaning work. All other cleaning material/machine/equipment shall be brought by the contractor.

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4. The contractor shall use standard cleaning materials of reputed companies. Samples of chemicals, detergents, liquid soaps, acids, garbage bags etc. used for cleaning work should be got approved by the SO (A&G) HOO, Publications Division.
4. Challan for all the materials with the brand name of the material procured for Publications Division shall be given before the payment for the month is processed. In absence of these details, the payment will not be released.
5. Attendance report of all the staff deployed at Sookhna Bhawan shall be given to Section Officer, General Administration (A&G), Publications Division every day.
6. All Staff shall wear proper uniforms (to be provided by Service Provider) as approved by the Publications Division, both for summer and winter seasons and shall wear D card, while on duty.
7. No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The service provider shall be responsible for the watch and ward his/her stores.
8. The contractor shall wear proper uniforms (to be provided by Service Provider) as approved by the Publications Division, both for summer and winter seasons and shall wear ID card, while on duty.
9. The contractor shall be responsible for character and antecedents of the employee deployed by him in the Ministry. Cost of any item, if proved to have been stolen by any of his employees, shall be deducted from the monthly bill of the contractor.
10. The contractor shall issue photo identity cards to all the employees deployed by him for cleaning work in the Ministry. The Ministry shall recommend issue of entry pass, if necessary.
11. Cost of any damage done to tiled/wooden floors, wooden walls, false ceilings, wooden fitting/fixtures/furniture, any other surface equipment, machines, material, electrical fittings, lights, switches & boards etc. or any Govt. property within the premises of the buildings due to mishandling by the employees deployed by the contractor or use of inferior quality cleaning material/defective machines shall be borne by the contractor and he shall have to repair/replace the damaged part/portion immediately. In case the contractor fails to make the loss to the satisfaction of the HOD, Publications Division shall at its discretion to deduct such amount from the bills of the contractor as it is decided in respect to the loss. No appeal for review/write off the loss shall be entertained.
12. All requirements under various statutory laws including contract Labour Act must be complied with by the Service Provider. Any default, will be the liability of the service provider and the service provider shall be liable to reimburse any amount paid by the Ministry by way o default, interest and penalty. The service provider shall undertake to furnish all the details and when asked for by the Division. The service provider will also maintain the relevant records of all payment made by the service provider and will produce to the satisfaction of the Division immediately when asked or. The agency applying for this tender should produce Certificates for the previous financial year from the concerned authorities about the payment of Service Tax, In come Tax, works contract tax, PF Registration and Income Tax PAN Number and any other tax applicable.
13. Before taking up the contract the service provide will give details of the employees who shall work at the Sookhna Bhawan premises and their PF numbers. Any change will be informed to the Head of Office immediately. The service provider shall be responsible for the good conduct/behaviour of the workers deployed by the Service Provider.
14. The staff deployed for the purpose of Publications Division shall be exclusive. Deployment of staff with any other existing institution at Sookhna Bhawan will not be permitted. The service provider shall give and undertaking to this effect.

15. The service provider will also be required to submit an undertaking that no legal suit/criminal case is pending against its proprietor or any of its Directors (in the case of Pvt Limited Company) for any violation in PF Act., ES Act, Labour laws etc. or having been earlier convicted on ground of moral turpitude or for violation of any other law and will provide details in case there is any such suit/criminal case pending.

16. TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like Sales Tax, PF, ESI etc. The Section Officer (A&G) of the Publications Division will have a right to ask the disbursement of the salary in his presence as per Minimum Wages act. The deduction at the rate of Rs.200/- day for the workers and @Rs.300 day for Supervisor will be made for each day of absence of manpower, regardless of the reason.

If it is found that due to any reason (whatsoever it may be) any area is not covered or any of the operation/functions/duties connected with the job of cleaning & general maintenance is not done/discharged properly and satisfactorily, recovery at the following rates shall be made from the service provider bill:-

a.	For failure to clean Room	Rs.100/- per Room per day
b.	For failure to clean Furniture & Fixtures	Rs.200/- per floor (Wing wise), per day.

Publications Division reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

The contract can be terminated with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the HOD will be final and binding on the service provider.

Payment.

The bills in duplicate, for the services rendered on the basis of rates will have to be submitted in favour of Publications Division, New Delhi for effecting payment together with the certificates of satisfactory performance duly signed by user officers/section. No advance payment shall be made for the services. The payment will be released through crossed cheques and income tax and other taxes, if any, shall be deducted against bills submitted.

The job carried out, shall be to the satisfaction of the HOD, failing which deductions @10% of the total bill shall be deducted. Depending upon the severity of negligence, Publications Division reserves the right to blacklist the agency for a suitable period or for further participation in any of Publications Division contracts. The decision of Publications Division shall be final in this regard.

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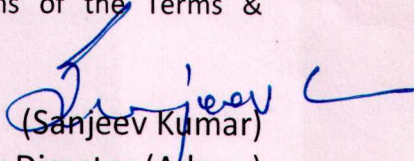
5. ARBITRATION

i.) In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Director General, Publications Division or any other person appointed by him. In case his designation is changed or his office is abolished than in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Additional Director General(Ic) or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Director General, Publications Division shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no object in any such appointment that arbitrator so appointed is an employee of Publications Division or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a Publications Division employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provision of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment thereof any or any rules made thereof.

ii.) The venue of the Arbitration proceeding shall be Office of the Publications Division at New Delhi or such other place as the arbitrator may decide.

iii.) The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

6. All other specification, requirements and conditions laid down in the Notice Inviting Tender shall mutatis mutandis form part of conditions of the Terms & Conditions.


(Sanjeev Kumar)
Deputy Director (Admn.)