

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

F. No.31021-1/2010-Admn-II

Government of India

Ministry of Agriculture

Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhawan, New Delhi-110 001

Dated, the 30<sup>th</sup> July, 2010.

To

M/s

(As per list)

Subject : Engagement of an agency for mechanized & manual cleaning of (i) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi (ii) one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi, (iii) outer premises of Krishi Bhawan, including peripheral roads all sunken quadrangles area and (iv) removal of all the garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan. - Invitation of tender

Sir,

Sealed tender (in two parts) are invited for The mechanized & manual cleaning of (i) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi (ii) one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi, (iii) outer premises of Krishi Bhawan, including peripheral roads all sunken quadrangles area and (iv) removal of all the garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan by skilled workers on daily basis for a period of six months or till award of work of cleaning of entire Krishi Bhawan Complex to a single agency, whichever is earlier.

2. The scope of work/schedule of requirement is at Annexure "A". The detailed terms and conditions are at Annexure "B".

3. Firms, with following credentials, are eligible to submit their bids in response to the tender:-

- (a) It should be engaged in similar kind of activities in Government/institutional buildings.
- (b) It should have a minimum of annual turn over (document to be attached) of Rs.25,00,000/-Rupees twenty five Lakhs only) during each of the last three financial years (2007-2008, 2008-2009 and 2009-2010).
- (c) The firm should have requisite infrastructure viz. manpower, equipments (as mentioned in the scope of work/schedule of requirements) for mechanized and manual cleaning of the premises/removal of garbage.
- (d) The firm should either be doing similar work currently particularly in Government sector successfully or has done this work during the year 2008 or 2009 to the satisfaction of the contracting Government organization.
- (e) All the facilities including manpower, chemical and equipments etc. are to be provided /used as per requirements by the selected vendor and no assistance in this regard shall be provided by the Department.

4. The tenders are required to be submitted in two bid system viz. Technical Bid in prescribed proforma at Annexure "C" and Financial Bid in prescribed proforma at Annexure "D". The words "TECHNICAL BID FOR PROVIDING MECHANISED AND MANUAL CLEANING AND REMOVAL OF GARBAGAE/DEBRIS TO DEPARTMENT OF "ANIMAL HUSBANDRY, DAIRYING & FISHERIES" and "FINANCIAL BID FOR PROVIDING MECHANISED AND MANUAL CLEANING AND REMOVAL OF GARBAGAE/DEBRIS TO DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES" shall prominently be marked on the top of each of the envelope as the case may be. The sealed quotations are to be dropped in

the tender box kept in Room No. 436-A, Krishi Bhavan, New Delhi on or before Friday, the 20<sup>th</sup> August, 2010 before 3.00 P.M. The technical bids shall be opened on the same date at 3.30 P. M. in the presence of bidders or their authorized representatives who may like to be present. The Financial Bids of only such of the tenderers shall be opened whose Technical Bids are found to be acceptable and meeting the requirements of the Department.

5. It may be specifically noted that the quotations are required to be submitted with EMD amounting to Rs.25000/- (Rupees twenty Five Thousand only) in the form of a Demand Draft payable at Delhi from any of the Nationalized Bank in favour of Pay and Accounts Officer, Department of Animal Husbandry, Dairying & Fisheries and other necessary documents and in the prescribed proforma(s) only. The Earnest Money Deposit shall stand forfeited if a firm withdraws or alters its bid till decision on the bids is taken by the Department.

6. The consolidated monthly amount to be charged in Indian rupees has to be indicated both in words and figures (in the prescribed proforma of Financial Bid) and there shall be no correction or overtyping etc. The offers with any corrections/deviation in prices either in words/figures shall be summarily ignored. The conditional offer(s) shall, in no case, be accepted. The quotations shall be kept open for acceptance by the Department up to 45 days from the date of tender opening.

7. The contract shall normally be awarded to the lowest evaluated bidder meeting all the terms/ conditions of the tender essentially the condition relating to availability of requisite infrastructure/facilities and experience of similar magnitude/buildings (mechanized cleaning only). The Department of Animal Husbandry, Dairying & Fisheries reserves the right to reject all or any of the quotations, and decision of Head of the Department in the matter shall be final/binding. The quotations lower than the existing statutory minimum wages in the NCT of Delhi for the corresponding categories shall be summarily rejected.

8. The successful bidder shall have to deposit up to 10% of the total bid amount (quoted for full period) as Performance security through a BANK GUARANTEE from any nationalized bank which shall be valid up to 45 days after the expiry of the contract period.

9. The firm has to carefully assess the scope of work and understand the details of the facilities requisitioned and must, in their own interest, inspect the site where the services are to be provided. For any clarification (s) as to the tender/scope of work or inspection of the premises, the prospective bidders may contact Under Secretary (Admn), Department of Animal Husbandry, Dairying & Fisheries Room No.436-A, Krishi Bhavan, New Delhi-110001 with prior appointment on any working day between 3 to 4 PM.

Yours faithfully,



(Subhash Chand Khatri)  
Under Secretary to the Government of India  
Tele. No. 23383340

Copy to:

1. All Ministries/Departments of Government of India.
2. NIC-The above matter may please be placed on the Website of the Department.



(Subhash Chand Khatri)  
Under Secretary to the Government of India  
Tele. No. 23383340

**SCOPE OF WORK/SCHEDULE OF REQUIREMENTS****A.1 SCOPE OF WORK**

- (i) Cleaning/dusting/mopping/glass panes/removing of cobwebs etc. of ) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi.
- (ii) Cleaning of one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi.
- (iii) Replenishing of Toiletries viz. toilet papers, liquid soaps, naphthalene cakes/balls, odonil etc. in one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi.
- (iv) Cleaning of outer premises of Krishi Bhawan, including peripheral roads, all sunken quadrangles area.
- (v) Removal of garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan and dumping the same to the nearest dumping facility of NDMC/MCD through the firm's own transportation arrangements.

**B. MINIMUM NUMBER OF SUPERVISOR/SAFAIKARMACHARI TO BE DEPLOYED**

1. ONE Supervisor and FIFTEEN(15) Safai Karmacharies (Six of them exclusively for outside cleaning/removal of garbage).

### C. CHEMICALS (AS PER REQUIREMENTS)

1. Hard Surface sanitizer and disinfectant for toilets and offices.
2. Neutral floor Cleaner for hard surface cleaning.
3. Glass cleaner.
4. Air Freshener.
5. Spiral mildly alkaline chemical for general scrubbing
6. Toilet Bowl cleaner.
7. Any other as per requirement and norms/practice  
(Only such chemicals that too reputed brands only to be used and these should not be hazardous to humans)

### D. MACHINES DEPLOYMENT (AS PER REQUIREMENTS)

1. Dry Type Commercial Vacuum Cleaners.
  2. Glass Kit Glass cleaning
  3. Caddies Hand Cleaning
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**ANNEXURE "B"**

(Letter No. 31021-1/2010-Admn-II dated 30th July, 2010)

**TERMS AND CONDITIONS**

1. The contract shall normally be awarded **for a period of six months or till award of work of cleaning of entire Krishi Bhawan Complex to a single agency, whichever is earlier** or any shorter period that may be decided by the Department. However, if any glaring shortcomings or deficiencies are noticed during the currency of even during the six monthly period, the contract can be terminated giving a fortnight's notice. The decision of Director (Admn) in this regard or any other contractual dispute shall be final/binding.

2. The firm will ensure that all the work of cleaning before commencement of office hours. In no case the garbage etc. should be allowed to be accumulated in the corridors and dustbins and the garbage generated should be deposited in the nearest available facility from time to time. The persons deployed shall be available in the premises throughout the working hours on six days a week (viz. from Monday to Saturday) in uniform (bearing firm's name)/name badges etc. However, some time the work may have to be carried out on Sundays also, for which extra payment shall not be admissible.

3. In case of absenteeism, a sum of Rs.1000/- (Rupees One Thousand only) per day shall be deducted for one Safai Karamchari and Rs.2000/- (Rupees Two Thousand only) per day for supervisor. The deployment shall be duly certified by representative of the firm on daily basis and got countersigned from the authorized representative of the Department. Besides, if the shortfall is found in performance, a deduction of Rs.5000/- (Rupees Five Thousand Only) for each occasion shall be made from the bills of the firms for a particular month. These deductions in a month's bill can be represented against within fifteen days from the receipt of payment for a particular month.

4. The Department shall have no liability, financial or otherwise, for any harm/damage/injury caused to the manpower/machinery deployed by the firm and in the course of performing work of this Department. Neither the firm nor his workers shall have any claim on this Department for compensation or financial assistance on this account. The firm shall be

responsible for payment of wages etc. direct to the workers as per prevailing Acts/Orders as applicable to the NCT of Delhi. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled by the agency and the workers engaged by it themselves. This Department in no case shall be a party to such a dispute.

5. The character and other credentials of the employees deployed shall be duly verified by the firm. The deployment details shall be furnished to the Department as may be required. The overall deployment shall be under supervisor (s) whose all details including the contact numbers shall be furnished to the Department.

6. The damage caused, if any, to Government property through the acts of the firm shall be made good by the agency and decision of the Department in this regard shall be final/binding.

7. The payment against the contract shall be made on monthly basis only after the performance of the firm is found to be the complete satisfaction of HOD. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited if any lack of performance noticed during the currency of the contract.

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(6)

## ANNEXURE 'C'

(Letter No. 31021-1/2010-Admn-II dated 30th July, 2010)

## PROFORMA FOR TECHNICAL BID

To  
 The Under Secretary (Admn),  
 Department of Animal Husbandry, Dairying & Fisheries,  
 Ministry of Agriculture,  
 Room No. 436-A, Krishi Bhavan,  
 New Delhi-110001.

Subject:- Engagement of an agency for mechanized & manual cleaning of (i) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi (ii) one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi, (iii) outer premises of Krishi Bhawan, including peripheral roads all sunken quadrangles area and (iv) removal of all the garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan. - Invitation of tender

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying & Fisheries's letter No.31021-1/2010-Admn-II dated 30th July, 2010. The information desired and the rates quoted are as per following details:-

| Sl. No. | Item  | Response   |
|---------|---|--|
| 1.      | Confirmation as to the scope of work/schedule of requirements listed in Annexure A of the | It is confirmed that we have fully understood the scope of work /schedule of requirement and |

|    |  |   |
|----|--|---|
|    | tender document.   | <p>shall be using the manpower, machinery and chemicals etc. as detailed in Annexure A of the tender document. We shall be using the following methodology for the proposed work :-</p> <p>Manpower</p> <p>Machinery</p> <p>Chemicals</p> <p>Others</p> <p>(The documentations, if any, are enclosed)</p> |
| 2. | EMD Details<br>(Amount, Name of Bank Branch, DD date and No.   |   |
| 3  | Experience details*  |   |
| 4  | Details of premises including infrastructure available   |   |
| 5  | The details of registration (s) viz. No., date, validity etc. with Government authorities towards incorporation of the firm, running of stated business viz. Labour Licence, service tax and authorized premises.* |   |
| 6  | The details of the PAN/TIN/VAT etc.*   |   |

|   |   |  |
|---|---|--|
| 7 | Turn over details*<br>2007-2008<br>2008-2009<br>2009-2010 |  |
| 8 | Details of BIS/ISO<br>Certifications*                     |  |

\* Documents to be attached.

2. I/We undertake that documents and genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.

3. This offer is made to be valid for acceptance by your Department within 45 days of the date of tender opening.

(Signature of Authorized Signatory)

Name of the bidder:

Complete Address:

Address (Works), if any:

Contact No.:



## ANNEXURE 'D'

(Letter No. 31021-1/2010-Admn-II dated 30th July, 2010)

## PROFORMA FOR FINANCIAL BID

To  
 The Under Secretary (Admn),  
 Department of Animal Husbandry, Dairying & Fisheries,  
 Ministry of Agriculture,  
 Room No. 436-A, Krishi Bhavan,  
 New Delhi-110001.

Subject:- Subject : Engagement of an agency for mechanized & manual cleaning of (i) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi (ii) one toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi, (iii) outer premises of Krishi Bhawan, including peripheral roads all sunken quadrangles area and (iv) removal of all the garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan. - Invitation of tender

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying & Fisheries' letter No.31021-1/2010-Admn-II dated 30th July, 2010. The rates quoted are as under:-

| Sl. No. | Name of the work   | All inclusive rate per month (in Rupees)              |
|---------|--|---|
| 1.      | Mechanized & manual cleaning of (i) 62 rooms in Krishi Bhawan, 3 rooms in Shastri Bhawan and 8 rooms in DMS complex West Patel Nagar, New Delhi (ii) one | In Figures: Rs. _____ p.m.<br>In Words: Rs. _____ p.m |

|   |  |
|---|--|
| <p>toilet in A wing 2<sup>nd</sup> Floor in Krishi Bhawan [Toilet for exclusive use of Secretary (ADF)] and 2 toilets in DMS complex West Patel Nagar, New Delhi, (iii) outer premises of Krishi Bhawan, including peripheral roads all sunken quadrangles area and (iv) removal of all the garbage/ debris from the outer premises, including parking lot and dustbins in Krishi Bhawan.</p> |  |
|---|--|

2. I/We undertake that I/We are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information. We have also understood the scope of work and other schedule of requirements as stated in the invitation to tender.

3. This offer is made to be valid for acceptance by your Department within 45 days of the date of tender opening.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address (Works), if any:

Contact No.:

