

No.31021-3/2009-Admn.II  
Government of India  
Ministry of Agriculture  
(Department of Animal Husbandry, Dairying & Fisheries)

Krishi Bhavan, New Delhi.  
Dated the 3<sup>rd</sup> December, 2009.

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Date of Receipt 21.12.2009(3.00 pm)  
Date of opening of Technical Bid 21.12.2009  
Time 3.30 p.m.  
Earnest Money Rs.5000/-

Subject:- Tender for "Housekeeping jobs" of the Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi.

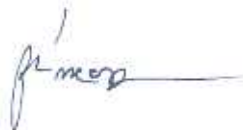
Sir,

Scaled tenders (in two parts) are hereby invited for the annual contract for the work of housekeeping jobs of 64 rooms in Krishi Bhavan, Shastri Bhavan, 10<sup>\*</sup> rooms, 2 toilets and its premises of AHS Division at DMS Complex, West Patel Nagar and supply of 'Rose flowers' in the rooms of the officers at the level of Director/ DS and above in the Department of Animal Husbandry, Dairying & Fisheries for a period of one year from the agencies having preferably three years experience in maintaining House Keeping Services in Government buildings. The general terms and conditions of the tender shall be as follows:-

1. Scaled tenders in prescribed form duly filled in must be submitted to Under Secretary (Admn) alongwith earnest money latest by 21-12-2009 up to 3.00 P.M. Tenders received after the prescribed due date and time will not be entertained.
2. The tender will be in two parts i.e. technical bid and financial bid.
3. The cover envelope should contain both the bids in two separate envelopes indicating thereon technical bid and financial bid. The technical bid cover should contain the following information:-
  - (a) Closing date of tender.
  - (b) Tender for cleaning/housekeeping services.
  - (c) Technical bid.
  - (d) Name of the firm.
  - (e) Forwarding letter clearly indicating the list of enclosures.
4. The technical bid form should be accompanied by:-
  - (a) The original Bank Draft/Demand Draft in favour of P&AO, DADF, M/o Agriculture for deposit of earnest money.
  - (b) Attested photocopy of Work Contract Cell Registration Certificate issued by Sales Tax Department. Valid Tax Clearance Certificate issued by the Work Contract Cell of the Sales Tax Department, registration with Labour Department of Government of Delhi under Contract Labour (Regulation and Abolition) Act, 1970. Proof of turn over and work experience (preferably) three years in Government/Public Sector.
  - (c) A list of clientele services by the Tenderer to enable the department to know the reputation of the tenderer.

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P. Menon

- (e) The Tenderer shall have to produce documentary proof i.e. Ration Card/Telephone Bill/Electricity Bill/Income Tax Certificate, if he is an assessee under Income Tax Department in support of his/her/their identity.
- (f) Attested copies of the Registration number of firm, Provident Fund Account Number allotted by Provident Fund Commission, ESI Number, Permanent Account Number allotted by Income Tax Department and copy of latest Income Tax Clearance Certificate.
- (g) Satisfactory Performance Certificate issued by the concerned organizations where one job of Government Building was performed by the Tenderer during the last three financial years employing a minimum of 10 personnel.  
Any other document as specified in the technical bid form.  
In the financial bid the tenderer shall produce/quote the cost or charges of the work to be undertaken.
- (h) The technical bid will be opened by the Technical Evaluation Committee on **21.12.2009 at 3.30 p.m.** in the presence of tenderers/representatives who may like to be present at the time of opening of the bids in **Room No.436A, Krishi Bhavan**. The **financial bids** will be opened only technically qualified on **24.12.2009 at 3.00 PM at the same venue**.
- (i) The technical bid and the financial bid form must have all the details filled in properly with the required documents attached.
- (j) The tender forms should be clearly filled in the ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/her/them in figure as well as in words. Alterations unless legibly attested by the tenderer shall disqualify the tender. The tender form should be signed by the tenderer himself/herself. The rate should be inclusive and in accordance with the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave, Uniform Allowance, etc.
- (k) The tenderer should take care that the rate and amount should be written in such a way that intercolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
- (l) That the House Keeping Services of the Department at Krishi Bhavan means and includes, inter-alia, maintenance of excellence by way of cleanliness and aesthetic upkeep of the sixty four rooms in the building belonging to the Department.
- (m) The earnest money of Rs.5000/- in the form of Draft/Demand Draft in favour of Pay & Accounts Officer, Department of Animal Husbandry, Dairying & Fisheries drawn on any scheduled bank should accompany the tender in the separate envelope. The E.M.D. in any other form will not be accepted. This amount will not bear any interest whatsoever, till finalization of the tender and release of E.M.D. The earnest money is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of tender, which is 90 days from the date of opening of the tender.
- (n) The contract can be terminated at any time before the expiry of the period of contract by the Department by giving one month's notice to the Tenderer and in this matter the satisfaction of the Under Secretary(Admn), Department of Animal Husbandry, Dairying & Fisheries would be sufficient cause and once the contract is terminated, this issue shall not be contestable by the "Tenderer".
- (o) No Tenderer shall withdraw the tender during the process of finalization of the tender or until the tender is finalized. In case they withdraw from the tender during its process, EMD will be forfeited.
- (p) Every paper of the tender should be signed by the Tenderer with the seal of the Tenderer/firm/company.



- (q) The Department will make the statutory deductions as per Income Tax Act and any other Act/Rules prevalent at a particular point of time and as amended from time to time or as directed by Centre/State Government.
- (r) The successful Tenderer shall deposit a security through bank draft equivalent to 10% of annual tendered value of the work within two months from the date of awarding of Contract. In case the Tenderer does not deposit the Security money, the Department shall either adjust the EMD towards Security Money or deduct an equal amount from the amounts payable to Tenderer towards Security Amount. The security so deposited shall be refunded after successful completion of the work. Tenderer shall not be entitled to claim interest on the earnest money/security deposit. The penalty, if any, imposed on account of default in compliance, if not paid within stipulated period can be charged to security without requirement of separate notice. The tenderer will have to make good such amount to restore the security deposit to its required value.
- (s) Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
- (t) Tender must be unconditional. In case of any conditions, the Department reserves the right to reject the tender without assigning any reason to the tenderer.
- (u) That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
- (v) The obligations of both the parties will be suspended with either of the party subject to force majeure conditions such as civil disturbance, storms, tempest, riots, strikes, acts of God, State of emergency etc. of Government notifications/orders which prevent either party to perform their duty.
- (w) All powers exercisable, functions to be discharged under the terms, conditions and covenants of the Tender in relation to the Department of Animal Husbandry, Dairying & Fisheries shall be exercised and discharged by the Under Secretary(Admn) or by any other officer as specifically authorized by him/her in this behalf.
- (x) The Department reserves the right to cancel/reject full or any part of the tender without assigning any reason.
- (y) Any act on the part of the tenderer to influence any body in the Department is liable to rejection of his tender.
- (z) The successful Tenderer/firm will be required to enter into an agreement on non-judicial stamp paper of Rs.100/- for fulfilment of the terms and conditions of the contract.

(a) Performance Evaluation:-

The quality assurance of the Services by the workers should be ensured by the Tenderer. Review of the performance would be done from time to time by the officer authorized/deputed by the Under Secretary(Admn), Deptt. A.H., D. & Fisheries.

(b) All the work shall be carried out as per entire satisfaction of the officer incharge.



## SCOPE OF WORK

(Timings, Frequency and Job Required)

S.No.	Area	Time and frequency	Job Required
1.	64 rooms of the Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi.	From 8.00 a.m. to 5.00 p.m. on all working days (5 days a week)	All the 64 rooms(list at Annexure) are to be swept, dust mopped including removal of cobwebs, cleaning of fans/electrical fixtures, furniture etc. and wet mopped etc.. Removal of stains, depletion of waste papers, refuse from waster paper baskets, buckets and other places, removal of sand cobwebs from walls and corners.
2.	10 rooms and 2 toilets of AHS Division of the Department and its premises at DMS Complex, West Patel Nagar, New Delhi	- do -	- do -
3.	Flowers to be supplied as under:- (i) Secretary – One – 5 Rose (ii) AS/AHC – Two – 4 Rose each (iii) JSs – Six – 3 Rose each (iv) Dir/ DS – Ten – 2 Rose each	At 8.30 AM on all working day (5 days a week)	List of rooms of the officers is enclosed.*
4.	Potted plants/ pots (Cherysantechemums) to be supplied at specified corridors	As & when required	B & C wing of 2 <sup>nd</sup> floor of Krishi Bhavan.



## TERMS AND CONDITIONS OF THE CONTRACT:- Appendix-A

(1) The Tenderer shall provide sanitation/housekeeping services on 5(five) days in a week from Monday to Friday from 8.00 AM to 5.00 PM as per the weekly duty schedule.

(2) The Supervisor and the Workmen engaged by the Tenderer for providing the services to the Department of Animal Husbandry, Dairying & Fisheries shall at all times for all purposes, be in the employment of Tenderer who shall be solely responsible for providing all fringe benefits to such employees, namely wages, bonus, provident fund, ESI facilities, gratuity etc. as per provisions of the laws applicable for such purposes from time to time. The Tenderer will furnish a certificate to this effect every month to the Under Secretary(Admn) or to the officer authorized failing which the Department of Animal Husbandry, Dairying & Fisheries shall have the right to withhold the payment of professional charges. The rates quoted by the Tenderer shall not be less than the minimum wage fixed by the Government of India/Government of National Capital Territory of Delhi, which itself is a statutory requirement and the rates quoted shall also be subject to change due to revision in minimum wages by the government of India/Government of National Capital Territory of Delhi from time to time. The Under Secretary(Admn) or his authorized officer shall also have the right to examine/verify the original records of the Tenderer to ensure the compliance of this clause by the Tenderer. No payment on account of escalation charges for rise in cost of sanitation material during the period of contract shall be payable by Department of Animal Husbandry, Dairying & Fisheries to the Tenderer.

(3) That the Tenderer shall comply with all the legal requirements for obtaining license under Contract Labour (R&A) Act, 1970.

(4) The Tenderer shall abide by the provision of the Minimum Wages Act of 1948, the Contract Labour (R&A) Act, 1970 and other labour laws applicable to him.

(5) Every worker so engaged by the Tenderer shall wear the prescribed uniform according to season i.e. summer uniform in the summer and winter uniform in the winter season and a badge wearing his name and designation, while on duty. The said uniform and badge shall be provided by the Tenderer at his own cost. The details of the uniform shall be indicated by the Tenderer for males and females separately. The colour of the uniform shall be decided by the Tenderer at the time of starting the work in consultation with the officer authorized by the Under Secretary(Admn).

(6) That the Tenderer shall provide high quality hygienic housekeeping services to the Department of Animal Husbandry, Dairying & Fisheries for its office at Krishi Bhavan building by providing medically fit uniformed House Keeping Supervisors and workmen having identity cards and trained on the job at its own cost and expense.

(7) The Tenderer shall also issue name badges to all workers which they shall wear while on duty. All the employees of the contractor shall have a minimum of 18 years of age.

(8) The tenderer shall deploy adequate manpower (minimum of 6 workers)



(9) The Department reserves the right to review the performance of the firm awarded the contract every three months, or whenever a need arises, and also to terminate the contract at any point of time during the currency of the contract in case of performance and the services rendered by the contract firm found to be unsatisfactory. The decision of the competent authority shall be binding on the contract firm. The Department may renew the contract for such period(s) as it may deem necessary, taking in to account the satisfactory performance of the firm during the currency of the contract. (as per existing rates, terms & conditions)

(10) Tenderer will engage manpower as per finalized technical bid. The competent supervisory staff will also be provided to ensure maximum productivity. In case manpower is not provided on any day, the payment will be made on pro-rata basis.

(11) The standard quality of cleaning material and Rose flowers must be used for the purpose. The required cleaning material must, at all times, be made available in sufficient quantity in the store to the orderly officer, Department of Animal Husbandry, Dairying & Fisheries by the Tenderer and no item shall be supplied by the Department of Animal Husbandry, Dairying & Fisheries.

(12) That the Tenderer staff shall be available all the times as per their duty roster and they shall not leave their place of duty without prior permission.

(13) That the tenderer shall be responsible to provide immediate replacement to take place of any Safai Karmachari, who is not available for duty at the place of posting and such additional staff as may be required for additional area for which prior information have been given.

(14) That all the Workmen shall report to the supervisor(s) of the Tenderer and, in turn, they shall report to their Manager Incharge and the representative of the Under Secretary(Admn). The supervisor of the Tenderer shall keep a close check on the Housemen/Safai Karmacharies while performing their duties. In case of absenteeism of any workman from the place of work at the premises of Krishi Bhavan, deduction will be made at the rate of around one and a half times of the normal rates.

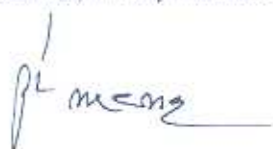
(15) That the Tenderer shall provide additional personnel as and when required by the Under Secretary(Admn) on the same rates.

(16) The staff of the Tenderer will work under the overall supervision/direction of the Under Secretary(Admn) Orderly Officer or any other officer who may be specified by Orderly Officer the Under Secretary(Admn) in writing in this behalf.

(17) The Deptt. shall have the right to ask for the removal of any person of Tenderer, who is not found to be competent and orderly in the discharge of his duties.

(18) The Tenderer staff shall carry out such other duties as are entrusted to them from time to time.

(19) The Tenderer shall not engage any Sub-Tenderer or transfer the contract to any other person(s) in any manner.

A handwritten signature in black ink, appearing to read 'P. M. Singh', with a horizontal line extending to the right.

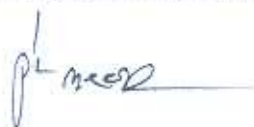
(20) Bills under the contract shall be paid every month if found in order. The payment shall be made to the Tenderer by the Department of Animal Husbandry, Dairying & Fisheries at the earliest possible.

(21) In case any employee of the Tenderer is negligent or absent during duty and as a result thereof any loss or damage is sustained by the Department of Animal Husbandry, Dairying & Fisheries in the event the loss or damage so sustained shall be compensated by the Tenderer. The loss or damage sustained shall be computed by an officer appointed by Under Secretary(Admn), Department of Animal Husbandry, Dairying & Fisheries whose finding shall be final and binding on the Tenderer. The loss or damage sustained shall be liable to be deducted from the monthly bill/bills of the Tenderer.

(22) The preventive and safety measures shall be taken by the House keeping personnel of the Tenderer to ensure that no damage to floor, fixtures and other materials and equipment of the Department of Animal Husbandry, Dairying & Fisheries takes place during the course of performing their duties. In case of any damage to Deptt. of A.H., Dairying & Fisheries on account of Housekeeping etc. the contractor shall make good the loss to Deptt. of A.H., Dairying & Fisheries.

(23) The Tenderer shall for providing proper and hygienic house keeping service, ensure the following:-

- a. Paste a check list on a board on each floor indicating work done/time/employee on duty everyday.
- b. Furnish daily report of its staff on duty to the Under Secretary(Admn) or his authorized officer, as the case may be as per proforma devised by the office of the Deptt. of A.H., Dairying & Fisheries.
- c. The staff of the Tenderer should not smoke at the place of the work in the premises of the Krishi Bhavan Building.
- d. The staff shall be provided weekly off and offs in lieu of National and Festival Holidays, leaves etc. as provided under the law in force from time to time.
- e. Any specific house-keeping task assigned to the Tenderer by the Under Secretary(Admn) or the officer authorized by him shall be carried out by it diligently and well in time.
- f. That before using any equipment/appliances/products or material of the Deptt. of A.H., Dairying & Fisheries for house keeping services, he shall obtain prior approval of the Under Secretary(Admn) or the officer authorized by him/her.
- g. That only quality material/products shall be used by the Tenderer for providing house keeping services to the Deptt. of A.H., Dairying & Fisheries. The material required for each room shall reach the premises of the Krishi Bhavan store by the 7<sup>th</sup> day of every month alongwith relevant documents. It shall be responsibility of the Tenderer to get such material inspected and certified by the representative of the Under Secretary(Admn). Rejected material shall be kept separately at the cost and responsibility of the Tenderer. The Department of Animal Husbandry, Dairying & Fisheries shall not be responsible in any manner in such cases.
- h. The tenderer shall maintain sufficient house keeping equipments/appliances/material/products/spare parts etc. at the premises of the Krishi Bhavan for providing satisfactory house keeping services. The



term of room will include-cleaning of switches, dusting & mopping of furnitures, cob webs, cleaning of fans & light fittings, carpets & blinds, whenever pronded.

- i. The interested firms may visit the site on 17.12.2009 at 11.00 AM
- (24) The electricity/water etc. required for housekeeping services will be provided by the Department free of cost as and when required but material and appliances/instruments used in housekeeping process will be provided by the Tenderer at his own cost. The material to be used in housekeeping should be ISI standard as a minimum.
- (25) In case of failure of any civil/electrical work, the Tenderer will lodge a complaint with the supervisor/authorized person of Department of A.H., Dairying & Fisheries for immediate attending the same.
- (26) The agreement shall be executed in writing on a stamp paper and the stamp duty payable under the law in respect of the agreement shall be borne by the Tenderer.
- (27) The Deptt. of A.H., Dairying & Fisheries shall not be, in any way, responsible for any act of negligence, omission or commission of the employees engaged by the Tenderer.
- (28) Fitting and fixtures in all the 74 rooms, 2 toilets etc. shall not be damaged by the workmen of the Tenderer while cleaning the rooms and supply of flowers. In case any item is found missing/lost or damaged due to negligence in the rooms the report of the same shall be given to the Under Secretary(Admn) or any other officer who may be specified by the authority in writing in this behalf. After enquiry, if the negligence is proved the cost of the related items would be deducted from the total amount to be paid to the Tenderer.
- (29) The Tenderer shall not supply or show the copy of contract/documents to any other organization or client of the Tenderer under any circumstances.
- (30) The Tenderer shall comply with all instructions verbal or in writing giving to him by the authorized representative from time to time as per the terms and conditions of the contract. The tenderer will take all proper actions immediately after getting communication. He will attend or report to the authorized representative as and when directed. He will personally attend any meeting or discussions as per instruction. He will authorize a person to look after cleaning and up keep services for the time he is not present himself, who will report to the authorized representatives on behalf of Tenderer as and when necessary.
- (31) The tender form in original should be used by the tenderer. No terms and conditions should be imposed by the tenderer.
- (32) That all disputes and differences arising out or in any way touching or concerning this agreement (Except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of the Under Secretary(Admn), Deptt. of A.H., Dairying & Fisheries or the nominee



or in case the designation is changed or his office is abolished to person who for the time being is entrusted, whether or not in addition to other functions, with the functions of the Under Secretary(Admn) by whatever designation such officer may be called or a person nominated by such officer. There will be no objection to any such appointment that the arbitrator so appointed is a Deptt. of A.H., Dairying & Fisheries servant he had expressed view on all or any of the matters in dispute of difference. The award of the arbitrator so appointed shall be final and binding on the parties.

- (33) The tenderer shall abide all the terms and conditions of the contract work. In case of breach of any of the terms and conditions, the Deptt. of A.H., Dairying & Fisheries shall be at liberty to terminate the contract without any notice to him and the Tenderer shall have no claim for compensation of any loss that he may incur on this account.
- (34) In case, the Tenderer is not willing to execute the work or breaches any terms and conditions of the tender, agreement etc., Deptt. of A.H., Dairying & Fisheries may not only forfeit part or whole of the security deposit but shall have the option to have the work done from another tenderer at the risk and cost of the original tenderer and recover the difference in the tendered amount that payable to the later contractor.
- (35) The work will be awarded to the single agency for the entire 74 rooms, 2 toilets etc. of the Department and supply of flowers in specified rooms as given in Annexure-I & II. (List of rooms). No piece meal work will be awarded.
- (36) In case of default of faithful compliance of the terms and conditions, following penalties will be imposed and will have to be paid within stipulated period:-
- |       |  |   |
|-------|--|---|
| (i)   | In case of non wearing of prescribed uniform by the worker/Supervisor                                      | Rs.50/-per worker<br>Rs.30/-per supervisor<br>(per day) |
| (ii)  | Failure to maintain housekeeping services as per terms conditions of the agreement                         | Rs.1000/- per day                                       |
| (iii) | Absenteeism of Supervisor/workmen  | 1&1/2times of normal rates                              |
| (iv)  | Any other penalty as deems fit by the authorities. In case of violation of terms & conditions of Agreement | Not exceedRs.5000/-<br>one time                         |

  
(P.L. Meetha)

Under Secretary(Admn)

Encl. A:A

✓ Copy to:- Dir(Tech.) NIC, DADF, for updating this on the website of the Department.  
This has standing approval of JS(A&DD).

LIST OF 64 ROOMS OF DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHFRIES, KRISHI BHAVAN, NEW DELHI.

1.	13-A	47.	479-C
2.	39-C	48.	531
3.	153	49.	530
4.	154	50.	529
5.	189-A	51.	532
6.	190	52.	532-A
7.	221	53.	533
8.	221-A	54.	501
9.	231	55.	538
10.	230	56.	544
11.	229-A	57.	575
12.	229	58.	575-A
13.	228	59.	586-A
14.	234	60.	587
15.	235	61.	557
16.	235-A	62.	557-A
17.	240	63.	406 B-wing Sh. Bh.
18.	245	64.	263,264 F-wing, S.B.
19.	243		
20.	242		
21.	246-A		
22.	297-C		
23.	248		
24.	298-A		
25.	337		
26.	334		
27.	346		
28.	346-A		
29.	354		
30.	398		
31.	436		
32.	436-A		
33.	435		
34.	432-A		
35.	417		
36.	415		
37.	439-C		
38.	482		
39.	482-A		
40.	483		
41.	490		
42.	490-A		
43.	491		
44.	493		
45.	479		
46.	479-A		

Annexure-II

<u>S.No.</u>	<u>Name &amp; Designation of Officer</u>	<u>Room No.</u>	<u>No. of cut flowers</u>
1.	Secretary(DADF)	231	05 (Rose)
2.	Financial Adviser	129	04 (Rose)
3.	A.H.C.	234	04 (Rose)
4.	Joint Secretary(P&F)	190	03 (Rose)
5.	Joint Secretary(L.H)	240	03 (Rose)
6.	Joint Secretary(Fy.)	221	03 (Rose)
7.	Joint Secretary(A&DD)	245	03 (Rose)
8.	Adviser(Stat)	DMS Complex	03 (Rose)
9.	Director	398	02 (Rose)
10.	Director(Admn.)	228	02 (Rose)
11.	Deputy Secretary(IC)	230	02 (Rose)
12.	Director(Fy. Admn.)	154	02 (Rose)
13.	Economic Adviser(Fy)	346-A	03 (Rose)
14.	Director(Fin.)	188-A	02 (Rose)
15.	Deputy Secretary(DD)	337	02 (Rose)
16.	Deputy Secretary(GC)	235	02 (Rose)
17.	PPS to AHC	235-A	02 (Rose)
18.	Director(AHS).	DMS Complex	02 (Rose)
19.	Sr.PPS to Secretary (ADF)	229	02 (Rose)

Total 51 Rose Flowers per day.