

NOTICE INVITING TENDER

1. **Director General Married Accommodation Project** invites application from eligible tenderers for environmental control house keeping and maintenance services at DG MAP Office premises :-

2. Details of works :-

Approximate cost of work	Rs. 12.5 lakhs
Tender security amount	5% of amount quoted for one year
Earnest money	Rs. 5000/-
Cost of tender form (non refundable)	Rs. 100/-
Duration of work	One Year
Last date for issue of Tender documents	10 Aug 2011 (1200 hours)
Last date for receipt of tenders duly quoted	17 Aug 2011 (1500 hours)
Date & time of opening of tender	17 Aug 2011 (1530 hours)

3. The tender documents can be obtained from the office of **Director General Married Accommodation Project , E-in-C's Branch Integrated HQ of MoD (Army), Kashmir House, Rajaji Marg, New Delhi-110011** on payment of tender cost through demand draft drawn in favour of Director General , MAP payable at New Delhi, on above mentioned time schedule.

4. The tender may also be downloaded from DG MAP Web site <http://www.dgmap.gov.in>. and submitted on due date alongwith tender cost and earnest money.

5. The tenderer may also obtain further details/information from DG MAP **Web site <http://www.dgmap.gov.in>** or in person from the office of Director General Married Accommodation Project , E-in-C's Branch Integrated HQ of MoD (Army), Kashmir House, Rajaji Marg, New Delhi-110011

SECTION -2

SCOPE OF WORK

1 The contractor will execute house keeping and maintenance service works with the suitable and uniformed men with modern equipments and machinery for the following works in office premises.

2. House Keeping and maintenance service comprise of :-

Cleaning and Mopping of floor areas, vertical finishes, roof ceilings, glass areas, doors, windows, railings, false ceilings, hard standing, walls, pillars hand rails, mirrors, ceramic/ concrete jalli etc of the following :-

- (a) All rooms and other areas including corridor etc.
- (b) Bath rooms and toilets
- (c) Parking area and surrounding unpaved area
- (d) Roads
- (e) Pavement, circulation area, passages and platform
- (f) Over head tanks and drains
- (g) Cleaning of lighting fixtures and accessories, fans, AC's Desert Cooler, power and control panels
- (h) Cleaning of telephones sets & accessories, computers accessories.
- (j) Cleaning of furniture equipments in all rooms/ office.
- (k) Supply, cleaning & maintenance of equipment, flower pots and cleaning and maintenance of lawns .

3. Assistance in office functioning by attending to offrs and subordinate staff, movement & delivery of documents etc.

3. Sanitation of bathrooms and toilets including supply of necessary items including expendable stores like phenoyl, soap, towel, mug, bucket, duster, grooms, naphthalene bolis etc. Mechanical/authomatic /equipments as vaccum cleaners, will be used.

5. Supply of suitable and adequate number of dustbins alongwith poly bags, cleaning of dust bins and removal/disposal of collected garbage at the approved location.

6. Pest control of complete office area including all rooms and surroundings area to include anti termite as and when required.

7. Time Schedule

The contract for execution of the above mentioned works is **one year** from the day of commencement of work. The work should commence within 07 days from the date of issue of letter of acceptance.

SECTION 3

TENDER PRICE, SCHEDULE OF PAYMENT AND OBLIGATIONS OF CONTRACTOR

1. Tenders Prices

(a) Unless explicitly stated otherwise in the tender documents, the contractor shall be responsible for the whole works, based on the bill of quantities and payment shall be as per accepted rates, based on the activities carried out as in the Schedule of work Annexure –A.

(b) The rate quoted by the tender is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

2. Schedule of Payment

The payment will be made on monthly basis through PCDA, New Delhi as per the accepted rates on pre-receipted bills based on the activities carried out as in the Schedule of work Annexure 'A', submitted by contractor. Penalty for unsatisfactory service as per decision of DG MAP or an officer nominated by him shall be levied.

3. Obligation of the contractor

The contractor shall comply with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the employer fully indemnified against liability to tax, interest, penalty etc of the contractor in respect thereof, which may arise.

The compliance to labour laws and all other associated laws pertaining to the nature of work shall be the sole responsibility of the contractor.

The staff/ labour recruited by the contractor for house keeping and maintenance services of office complex of HQ DG MAP will be the sole responsibility of the contractor and HQ DG MAP will not be involved in it in any way. The staff/ labour so recruited by the contractor will not have any right whatsoever at any stage to claim employment in HQ DG MAP

(H S Mann)
Col
Dir Tech
for DG MAP

HQ DIRECTOR GENERAL MARRIED ACCOMMODATION PROJECT
KASHMIR HOUSE, NEW DELHI-110011

QUOTATION NO : HQ DG MAP/COORD/HK/01/2011

Time & date of receipt of quotation in this office by **1500 hours on 17 Aug 2011**

Time & date of opening of quotation at **1530 hours on 17 Aug 2011**

Ser No	Description of Service	Qty/ AU	Total Amount (per month)
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1.	Environment control, hygiene and other maintenance operation of buildings of HQ DG MAP in Kashmir House by employing minimum 04 sweepers alongwith cleaning materials as per General Terms & Conditions attached, including cost of cleaning material.	01 JOB	
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2.	Assistance in office functioning by providing supporting staff of minimum 15 personnel (unskilled persons as office assistants/ peon etc) As per General Terms & Condition attached including cost of cleaning materials	01 JOB	
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Grant Total Amount per month)

Note :-

(a) The offer is valid upto 90 days from the date of opening of quotation.

(b) Capacity in which tenderer signs e.g Sol Proprietor / Partner/Constituted Attorney duly authorized by the Company

Proprietor

(Signature of Tender Proprietor)

Name (in Block letters) & Address

Services are

Required at : New Delhi-110011

Inspection Authority : Director Tech, DG MAP

Inspecting Officer : Rep of Director Tech, DG MAP

GENERAL TERMS AND CONDITIONS

1. The firm shall not be entitled for any additional payment during the tenure of this contract due to increase in materials cost, transport etc.
2. Personnel bag and baggage of the contract personnel of this contract shall be liable for physical check both at the time of entry into the campus and passing out at security gate.
3. In case of any theft or breakage of HQ DG MAP property by the firm's personnel, the cost will be borne by the contractor. Any breakage found prior to the date of contract work shall be brought to the notice of (Name of the Section) Coordinator / Representative).
4. Payment will be made by PCDA, New Delhi through cheque on monthly basis on submission of the bill duly pre-receipted and stamped by the firm in the prescribed form after satisfactory completion of work. TDS bill be recovered by the PCDA, New Delhi from the monthly bill.
5. The contractor shall make his own arrangement for transportation of the garbage at a nearest place marked by (HQ DG MAP) coordinator/ representative in the office campus.
6. The (HQ DG MAP) authorities shall not be responsible for any compensation of expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the firm.
7. The waste papers shall not be transported outside the section/estt and will be burnt out in the incinerators/space existing in the incinerators/space existing in the Section/Estt.
8. The garbage etc, shall be loaded in the vehicle in the presence of (Name of section /estt) Coordinator / Representative).
9. The contractor shall not allow or permit his workers to participate in any trade union activities or agitation in the premises of (Name of Section/ Estt).
10. The contract shall remain valid for a period of twelve months. On expiry of the term, the contract may be renewed on mutual consultation by both parties on the terms and conditions as mutually agreed to but not enhancing the contract amount more than 5% (Five Percent).
11. The agreement shall be liable for termination on giving two month's notice by either party. During the period of notice contractor shall continue to discharge his duties and obligations.
12. The contractor on receiving any complaint shall attend to it and complete the job immediately.

13. In case of exigencies of services, the firms personnel may be required at times even on a holiday and Saturday/ Sunday for which advance notice of 24 hours will be given to firm.
14. The contractor shall provide a Bank guarantee to the extent of 5% of the total value of contract from Nationalized Bank towards security deposit,
15. The firm shall deposit a sum of Rs. 5,000/- (Rupees five thousand only) for each tender as Earnest Money in the form of Demand Draft from any Nationalized Bank in favour of the "DG MAP, E-in-C's Branch, Kashmir House , Rajaji Marg, New Delhi-11" and forward the same alongwith quotation. Quotation received without depositing the earnest money shall not be considered by the DG MAP, Kashmir House , New Delhi. The earnest money of the unsuccessful tenders will be returned immediately after non acceptance of their tenders.
16. The successful tender shall execute with the Government an agreement within 07 days from the date of receipt of the letter of acceptance tender failing which the contract shall be terminated and Government shall be at liberty to make other arrangement at the risk and expends of the tender.
17. Individuals employed will wear their uniforms, supplied and maintained under firms arrangements.
18. HQ DG MAP reserves the right to reject any person found unfit without assigning any reason and the firm is responsible for provision of suitable replacement .
19. Police verification antecedents of individuals employed by firm would be produced for obtaining Security Passes from Security Office, 'H' Block/ Ministry of Defence.
20. Cleaning material such as brooms, dusters, phenyl , soap, detergent , bucket of the quality as approved by the Contract Manager would be provided by the firm.
21. Education qualification for office assistance should be 10th pass.
22. Rate will be quoted separately for Office Assistants job and sweepers job which would included the cost of cleaning material.
23. Working hours would be from 0900h to 1730h with lunch from 1300 hrs to 1330 hrs office will function five days a week i.e. Monday to Friday.
24. Personal hygiene and physical fitness of the persons will be ensured by the firm by producing Medical Certificate stating individual healthy and free of continuous diseases.

25. All correspondence will be done directly with the firms and Dir Coord HQ DG MAP.

26. Any absence or missing from duty during office hours would lead to deduction of one day's pay and in addition other penalties would be imposed.

27. Hiring of service will not amount to employment thus no claim will be admissible on this account.

28. No additional charges of any type including taxes, service charges etc will not be admissible. Rates quoted will be inclusive of anything due to personnel engaged by the firm. All liabilities in this regard will be of the firm engaging these persons.

29. Wages paid by the firm to the employee shall not be less than the minimum wages notified by the Delhi state Government for the area/ trade/ category etc under minimum wages etc.

FIRMS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW, TENDERERS MAY PLEASE NOTE THAT THE ANSWERS SO FURNISHED ARE NOT CLEAR TENDER WILL BE LIABLE TO BE IGNORED

Quotation No HQ DG MAP/Coord/Hk/01 due for opening on 17 Aug 2011

Whether the service offered fully confirm to the particulars and specifications specified by the Govt in the Annexure to quotation if not mention here details of deviations.

What is your permanent income tax A/C No :

Confirm whether you have attached your latest / current ITCC or photocopy thereof :

Indicate whether you are LSU/SSI/Co-Op Society :

Name & full address of your banker :

Please furnish your performance statement with the other Govt. Departments/PSUs or other reputed private concerns :

Business name and constitution of the firm is the firm registered under :-

- (i) The Indian Compainer Act 1956
- (ii) The Indian Partnership Act,1932
(Please also given names of Partners)
- (iii) Any act , if not, who are the owners .
(Please give full name & address)

State specifically

Whether the price tendered by you is To the best of your knowledge and belief , Not more that the price usually charged by You for similar services to any private.

Owner either foreign or as well as Govt. Deptt. If :
not state the reasons thereof, if any also indicate
the margin of difference.

State whether business dealings with you :
Have been banned by any of the Govt
Departments/PSUs

Please confirm that you have read all the :
instructions carefully and have complied with
accordingly.

Particulars of Earnest Money

Signature of witness

Signature of tenderer

FULL Name & address of
Witness in block letters

SPECIAL CONDITIONS OF CONTRACT

1. SPECIAL ATTENTION

1.1 All tenderers are cautioned that tenders containing any deviation from contractual terms and conditions, specifications and other requirements, same as provided for in "General conditions of Contract" are liable to be summarily rejected as non responsive.

1.2 The contract will be awarded to the tenderer whose responsive tender is determined to be the lowest evaluated tender and who satisfies the appropriate standards of capacity and financial resources.

2. RIGHT WAY

Right way (within office complex of HQ DG MAP) to the work site will be provided to the contractor by the employer.

3. SUFFICIENCY OF TENDER

3.1 The tenderer shall be entirely responsible for sufficiency of rates quoted by him in his tender.

3.2 The contractor (successful tenderer) shall be paid for only at quoted/ accepted rates for the activities given in the schedule of work "Annexure-I & II (i.e. His quotation, General terms & conditions and scope of work) and Annexure-III (Special condition of contract).

4. NOTICE AND INSTRUCTIONS

The contractor shall furnish to the employer/ engineer the postal address of his office at Delhi/ New Delhi. Any notice or instructions to be given to the contractor under the terms of the contract shall be deemed to have been served on him if it has been sent by registered post to the office, or the address of the firm last furnished by the contractor.

5. RESPONSIBILITY FOR SCOPE OF WORK

The contractor shall promptly inform the Contract Manager of any error, omission, fault and other defects which are discovered when reviewing the Contract Document or in the process of execution of the work,

6. SUPPLY OF MATERIALS TOOLS AND EQUIPMENT BY THE EMPLOYER

No materials tools and equipment shall be supplied by the Employer. The contractor has to arrange all tools, equipment as well as cleaning reagents and consumables required for the work. The contractor shall get all cleaning reagents and consumable materials approved by me. Contractor Manager before the use. Nothing extra shall be payable to the contractor on this account. The contractor should have the capacity to keep the equipments in good condition.

7. USE AND CARE OF SITE

7.1 The contractor shall not demolish, remove or alter any structure or other facilities on the site without prior approval of the Contractor Manager.

7.2 All garbage/ debris shall be removed from site daily or as they accumulate. All garbage/ debris shall be disposed to the approved locations in covered position. The necessary materials required i.e. Cartons/dustbins etc to be provided by the contractor at his cost.

7.3 All surface and sub soil drains shall be maintained in a clean, sound and satisfactory state.

7.4 Accidents :- It shall be the entire responsibility of the contractor to adopt all the safety precautions and measures. Any accident which occurs during performances pf duty i.e. cleaning or for ant other reasons and house keeping operations or due to negligence on the part of the contractor's personnel , it shall be the full responsibility of the contractor. The employer bears no responsibility for the same and it shall not have any financial effect on the employer.

8. SALE TAX CLEARANCE CERIFICATE

8.1 If the contractor is a sales tax assesses, he should produce a valid Sales Tax Clearance certificate before payment of final bill otherwise, final payment to the contractor will be with held.

8.2 It the contractor is not liable to sales tax assessment, a certificate to this effect from a competent sales tax authority shall be produced before payment of final bill otherwise final payment to the contractor will be withheld.

9. PENALTY

9.1 Any absence of manpower on job or missing of manpower from job work during office hours will be treated as absent and would lead to deduction of one working day pay proportionate to manpower of job work for the month. One day pay for absent of manpower will be calculated as per the formula given below and will be deducted from monthly bill. For this purpose contractor will maintain the attendance sheet and will be submitted alongwith the bill for the month.

$$\text{One working day pay} = \frac{\text{Rate of job} \times \text{Number of Absent}}{\text{Number of working days in the month} \times \text{minimum number of workers employed for job.}}$$