

No.D-24012/01/2011-Genl.-II(pt.)  
Government of India  
Ministry of Social Justice and Empowerment

\*\*\*\*\*

Shastri Bhawan New Delhi  
Dated 15.12.2011

To

**As per list**

**Subject: Outsourcing of work for cleaning of premises in the Ministry of Social Justice & Empowerment.**

Sir,

I am directed to refer to the subject mentioned above and request you to submit sealed quotations for outsourcing of work for cleaning of office premises as per details given at **Annexure-I, II & III**. The tentative requirement is **01-Supervisor, 13- male sweepers and 01 female sweepers**. The quotations may be sent in sealed envelopes marked "**Quotations for cleaning work**" and should be dropped in the **Tender Box at Facilitation Centre of the Ministry at Ground Floor of Shastri Bhawan, New Delhi latest by 3.00 p.m. on or before 12.01.2012**. The tender will be opened at 4.00 PM in the same day in Room No.623A, 'A' wing, Shastri Bhawan, New Delhi. Your representative is at liberty to be present at the time of opening of quotations.

(2).The outsourcing of cleaning work would be subject to the following terms and conditions:

(i)The contract shall remain in force for a period of one year. The same can also be extended as per the requirement in the Ministry depending upon the satisfactory performance of the firm.

(ii)Cleaning materials/equipments would be provided by the contractor which shall be of specified brands. An illustrative list of items is enclosed. All these items are to be supplied in sufficient quantity, so that they are available all the time. The brands of these materials should also be indicated in the bids. It will be checked by S.O.(Genl.) as and when the same is brought in the building. The contractor will be required to obtain a certificate from SO (Genl.) in this regard each time. The cost of cleaning material will remain the same through out the tender period irrespective of the cost of its procurement.

(i)The details of work involved are as under:

- (a) Proper, effective and frequent cleaning, washing and sweeping of toilets, floors, sanitary fittings including removal of chockages and garbage.
- (b) Dusting and cleaning of cobwebs of all hard areas like floor, ceiling, roof, wall partitions, doors, windows etc.
- (c) Spraying of air freshener in the toilets.
- (d) Filling of liquid soap in the soap containers in toilets. At no time, the liquid soap dispensers shall be left empty.
- (e) Emptying of waste paper/refuse from waste paper basket/buckets and other places.
- (f) The refuse/garbage shall be disposed of at the approved garbage point after proper sorting of biodegradable and non-biodegradable garbage.
- (g) Proper and effective cleaning of all doors, windows their handles and knobs of toilets.
- (h) Cleaning of toilets at least three times a day i.e. 8.00AM, 12.30 PM and 4.00 PM.
- (i) Sweepers will do dusting of table, chairs and steel racks daily before 9.00AM. On holiday, they will do dusting by **vacuum cleaner** which shall be provided by the contractor.
- (j) The Housekeeping personnel should be well behaved, wear neat and clean uniform, healthy and physically active.
- (k) All rooms & toilets should be kept clean (spick&span) & odourless at all times.
  - (l)The urine pot should contain sufficient quantity of deodorants/disinfectants like naphthalene balls so that the toilets blocks are kept free from foul smell.
  - (m) The contractor shall organize to clean the toilets and urinals on all working days & Saturdays.

(iii)The payment of the contract charges will be made on monthly basis after completion of a month, subject to rendering of satisfactory service.

(ii) The contractor shall issue identity card to each of the cleaner/worker. The workers should wear uniform during their duty.

(iii)The deployment of workers shall be made only after verification of their character and antecedents through Police authorities by the contractor. The contractor should submit the list of workers along with Police Verification Report in respect of the workers.

(iv) Unless specified otherwise, the workers of the contractor are required to report for work to the **(I) Section Officer (Genl.) Room No. 623 A, Shastri Bhawan, New Delhi** on all the working days i.e. Monday to Friday (excluding Gazetted Holidays) and on Saturday to CR, Incharge from 7.30 A.M. to 5.30 P.M. **(II) JD (PREM), West Block**

–VIII, R.K. Puram, New Delhi on all the working days i.e. Monday to Saturday (excluding Gazetted Holidays) at 7.30 A.M. to 5.30 P.M. They can also be deployed to other offices of the Ministry. They will mark their attendance with the officer designated for the purpose.

- (v) In case the cleanliness is not found satisfactory, a penalty @ **Rs. 500/- per day** will be imposed.
- (vi) The Ministry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing sanitation work of this Ministry. Neither the Contractor nor his workers shall have any claim on this Ministry for compensation or financial assistance on this account.
- (vii) The contractor shall be responsible for payment of wages, etc. direct to the workers as per prevailing Act/orders as applicable to the NCT of Delhi, if any dispute arises between the contractor and his manpower in the matter of wages or their service conditions, the same will be settled by the Contractor and the workers engaged by them selves. The Ministry will not be a party to any dispute in any case. However, the Ministry may require the contractor to submit the documentary evidence that he/his firm is complying with the provisions of the relevant Labour Laws.
- (viii) The firm must be registered with EPF,ESIC and Service tax department and must enclosed the copy of registration. The firms should have an experience of 3 years in housekeeping. All statutory obligations like minimum wages Act, EPF and ESIC etc. will be taken care of by the contractor and the Ministry will not be responsible for any such issues. The PAN number of the firm may also be indicated. Copies of the supporting documents in this regard should be submitted alongwith the bid.
- (ix) The workman of the contractor shall also perform the cleaning work as and when assigned to them in case of emergency anywhere in the building/campus.
- (x) This Ministry can terminate the contract at any time without assigning any reason, if the work of the firm is found unsatisfactory. In this respect the decision of the Ministry will be final and binding on the contractor. The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason thereof.
- (xi) Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Additional Secretary or Secretary in this Ministry. The contract shall be subject to the Indian law and the jurisdiction of the courts located in Delhi.
- (xii) The contractor shall abide by the terms & conditions of the tender strictly.

**3. The financial bids only for those firms would be considered that provide the followings.**

- (i) Copy of Firm Registration No.
- (ii) Copy of ESIC returns for 2010-11.
- (iii) Copy of EPF returns for 2010-11.
- (iv) Copy of service Tax return for 2010-11..
- (v) Justification for quoting service charge and cost of materials to be used for cleaning work.
- (vi) Copy of experience for the cleaning work undertaken in the Central Govt.Buildings/State Govt. Buildings /PSU Buildings.

4. The bidder may submit a Demand Draft of Rs.50,000/- in favour of DDO, Ministry of Social Justice and Empowerment, New Delhi as earnest Money alongwith the quotations. The successful bidder will have to deposit an FDR being 10% of the annual value of the contract as Performance Security in favour of DDO, Ministry of Social Justice & Empowerment. After receiving the FDR, the EMD will be returned to the contractor.

Yours faithfully,

(Uttam Prakash)  
Under Secretary to the Govt. of India  
Tel:23382184

**Annexure-I**

**DETAILS OF ITEMS AGAINST WHICH THE RATES ARE TO BE QUOTED  
BY THE TENDERERS FOR THE AWARD OF CONTRACT FOR CLEANING,  
SWEEPING AND HOUSE KEEPING SERVICE IN THE MINISTRY.**

<b><u>S.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Rates quoted</u></b>
1.	Total amount of wages of 14 (fourteen) sweepers per month on the basis of minimum rates of wages prescribed by the Govt. of Delhi, from time to time.	Rs._____
2.	Total amount of wages of one Supervisor (matric pass)per month on the basis of minimum rates of wages prescribed by the Govt. of Delhi from time to time.	Rs._____
3.	Total amount towards ESIC per month in respect of 14 sweepers and one Supervisor is as per Govt of India rules	Rs._____
4.	Total amount towards EPF per month in respect of 14 sweepers and one Supervisor is as per Govt. of India rules.	Rs._____
5	Total cost and quantity of material per Month to be used as per detail given in Annexure-II	Rs._____
6.	Service charges per month to be claimed by the contractor	Rs._____
	Total amount quoted per month (Rupees_____only)	Rs._____

Signature with date:

Name & address and contract no. of the firm:

**Annexure-II**

**DETAILED LIST OF ITEMS TO BE SUPPLIED BY THE CONTRACTOR  
FOR CLEANNESS, SWEEPING AND HOUSEKEEPING SERVICES IN THE  
MINISTRY.**

S.No.	Name of items	Brand/Quality	Quantity to be used for cleaning per month
1.	Phenyl	Genda/Trishul	
2.	Phenyl Black	Genda/Trishul	
3.	Liquid Soap	Good Quality preferably ISI mark	
4.	VIM (one kg. pkt.)	555	
5.	Surf (one kg. pkt.)	Ariel	
6.	Acid	Normal*	
7.	Wiper	Roman	
8.	Jute Brush (one pkt. containing one dozen brushes)	Good quality*	
9.	Toilet brush	Good quality	
10.	Juna (iron) (500 gms.Pkt.)	Good quality*	
11.	Juna (Plastic)	Good Quality*	
12.	Room Freshner	Good quality*	
13.	Insect Spray	Finit/Begon	
14.	Floor duster	Good quality*	
15.	Phool broom	Good quality*	
16.	Stick broom	Good quality*	
17.	Broom with bamboo	Good quality*	
18.	Sanitary/Urinal Cubes (12 pcs. per pkt.)	Somu	
19.	Nepthalene balls (one kg pkt.)	Good quality*	
20.	Odonil(10 pcs. per pkt.)	Good quality*	
21.	Cleaner (500 ml)	Harpic	
22.	Finit pump	Good quality*	
23.	Plastic drum	Good quality*	
24.	Iron Trolley		
25.	Plastic Bucket (Small)	Good quality*	
26.	Duster (Big)	Good quality*	
27.	Wiper (brush)	Good quality*	
28.	Toilet paper rolls	Good quality*	
29.	Liquid Soap Container	Good quality*	
30.	Colin	Good quality*	

\*make to be mentioned at the time of submission of tender by firm.

**AREAS TO BE CLEANED**

1. Office of Minister (SJ&E), Room No.202-C, C-Wing, Shastri Bhawan, New Delhi.
2. Office of MOS (SJ&E), Room Nos. 249,250,251, A-Wing, Shastri Bhawan, New Delhi.
3. Office of Secretary (SJ&E), Room No.604, A-Wing, Shastri Bhawan, New Delhi.
4. Office of Addl. Secretary (SJ&E), Room Nos. 617 and 603 A-Wing, Shastri Bhawan, New Delhi.
5. Chambers of all Jt. Secretaries (Room Nos.610, 611, 612,613,616 and 637), A-Wing, Shastri Bhawan, New Delhi.
6. 07-Toilets at Offices of Minister (SJ&E), MOS(SJ&E), Secretary (SJ&E), and 6th and 2nd Floors, A-Wing Shastri Bhawan, New Delhi. One or two toilets may be added to this list.
7. Corridors from Gate No.2 to Gate No.4 upto the end of the corridor at the 6th floor including lift areas and corridor at Gate No.6 at 2nd floor and corridor Gate No.1 to Gate No.2 (including lift areas at Gate No. 1 and 2) at 2nd floor, A-Wing, Shastri Bhawan, New Delhi.
8. Record Room, Ground Floor, Trikoot-II Building, R.K. Puram, New Delhi.
9. 2 toilets, 07 rooms and 01 corridor at PREM Division, West Block - VIII, R.K. Puram, New Delhi.
10. 2 toilets, 06 rooms at Jeevan Prakash Building, New Delhi.
11. Residence office of Hon'ble Minister (SJ&E), 36 Aurengjeb Road, New Delhi.
12. Other unforeseen works as directed by SO (Genl) as per requirement like shifting of furniture and other items from one room to other etc.