

No.D-31011/6/2010- Caretaker
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, 9th September, 2010.

TENDER NOTICE

1. Sealed tenders are invited for providing housekeeping and facility management services in Planning Commission, Yojana Bhawan, New Delhi.

2. Interested firms/companies/agencies may visit / inspect the site on any working day between 3.00 p.m. to 4.30 p.m before 01/10/2010.

3. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma shall be kept in another sealed envelop. The envelopes containing Technical and Financial bids and also the main envelop in which Technical and Financial bids will be kept must be superscribed 'Tender for providing housekeeping and facility management service in Planning Commission'.

4. The envelop containing Technical and Financial bid may be dropped in the Tender box placed at the Reception area of Yojana Bhavan, Parliament Street, New Delhi on **04/10/2010 between 10 AM to 3 PM.**

5. Tender Details / Document may be downloaded from Planning Commission's website: <http://planningcommission.gov.in>.

6. The Technical bids shall be opened at 3.30 PM on 04.10.2010 (Monday) in Room No. 507, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present.

7. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.

8. Bids received after the closing date and time shall not be considered under any circumstances.



(ARUN KUMAR)

Under Secretary to the Govt. of India

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Under Secretary

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✓ Copy to: Director (C&I) with the request to upload the Tender Notice in the Planning Commission 's Website.

Eligibility Criteria

1. The firms/companies/agencies should have Registered/Branch Office in Delhi/NCR
2. The bidder should have at least three years experience in housekeeping in Ministries/Departments of Govt. of India/Public Sector Undertakings/Autonomous bodies etc. The details of the contract viz. name and address of the Ministries/Departments/Public Sector Undertakings/Autonomous bodies with telephone no. and copies of the agreement/work order must be enclosed with the Technical bid.
3. The bidder should have at least two running contracts with Ministries/departments of Central Govt/Public Sector Undertakings/Autonomous bodies as on date of closing of tender with annual contract value of Rs. 8 Lakhs (Rs. Eight Lakhs)
4. The bidder must be registered with EPF, ESIC and service Tax department
5. The bidder should not have been blacklisted by any Government organization/Public Sector Undertakings/Autonomous bodies. A self certificate on the letter head to this effect should be enclosed with the Technical Bid.
6. The bidder shall have a valid labour license and license for providing Pest control services.

Terms and conditions

1. The bidder shall submit a complete list of items / equipments that will be used for the housekeeping services.
2. The bidder will be responsible for supply / installation / refilling / maintenance of all such items / equipments used in wash rooms and other areas for housekeeping purposes.
3. The tenderers are required to submit two separate bids - Technical and Financial, as per prescribed proforma enclosed with tender notice. The two bids should be submitted in two separately sealed envelopes superscribed "**Technical Bid for House Keeping and Facility Management Services in Planning Commission**" and "**Financial Bid for House Keeping and Facility Management Services in Planning Commission**". Both sealed envelopes will be put in a third sealed envelope superscribed "**Tender for House Keeping and Facility Management Services in Planning Commission**".
4. The declaration in the prescribed proforma enclosed with the tender notice should be submitted alongwith the Technical bid.
5. The Technical bid shall be accompanied by an Earnest Money Deposit (EMD) of Rs.75,000/- (Rupees Seventy Five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "**Pay & Accounts Officer, Planning Commission, New Delhi**". It shall remain valid for a period of 6 months. The tender not accompanied with EMD shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit. No interest is payable on the EMD.

6. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, cuttings, if any, in the Technical Bid must be initialed by the person authorized to sign the tender bids. Conditional bids will not be considered and will be rejected outright.

7. Tender incomplete in any form will be rejected outright.

8. The bidder shall submit following documents with Technical Bid:-

Copy of EPF Registration certificate.

Copy of ESIC Registration certificate.

Copy of Service Tax Registration certificate.

Copy of PAN number.

Certificate to the effect that the firm is not blacklisted.

Copies of experience certificate/work order for the last three years.

Copy of at least two similar running contracts with Central Government departments/ Public Sector Undertakings/Autonomous bodies.

Earnest Money Deposit (EMD of Rs. 75,000/- in the form of Bank Draft/Pay order drawn in favour of **Pay and Accounts Officer, Planning Commission, Payable at New Delhi.**

9. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

10. The bidder shall deal with and settle the matters related with worker unions and shall make sure that no labour disputes/problems are referred to Planning Commission. It shall totally indemnify Planning Commission in this regard.

11. The bidder at all times should indemnify Planning Commission against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Essential Act or any modification thereof or any other law relating thereto and rules made hereunder from time to time. Planning Commission will not own any responsibility in this regard.

12. The closing date and time for receipt of tenders will be **3.00 P.M. on 04.10.2010 (Monday)**.

13. The Technical bid shall be opened at **3.30 PM on 04.10.2010 (Monday)** in Room No. 507, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the tenderers whose Technical bids are accepted will be informed about the date and time for opening the Financial Bids.

14. No bidder will be allowed to withdraw after submission of the bids, otherwise the EMD submitted by the bidding firm would stand forfeited.

15. In case, the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.

16. The successful tenderer will have to deposit a Performance Security Deposit @ 6% of contract value by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of **"Pay & Accounts Officer, Planning Commission, New Delhi"** and valid for 60 days beyond the expiry of period of one year contract. In case of extension of contract fresh Performance Security Deposit will have to be deposited.

17. The successful bidder will have to commence the work within 15 days of acceptance of contract. Otherwise the contract will be cancelled and EMD will be forfeited.

18. The Scope of Work is for the complete area on ground floor, first and second floor, including outer area, parking area, etc. The details of the work are given at Annexure 'A'.

19. The list of Machinery and Equipments, Details of toiletries/dispensers etc and list of cleaning Materials and Aids to be provided by the bidder are detailed at Annexure 'B', 'C' and 'D' respectively.

20. The contract shall initially be valid for a period of one year and may be extended further on a yearly/half yearly basis subject to satisfactory performance, on the same terms & conditions upto a maximum period of two years.

21. If any worker arrives late (or leaves early) but permitted to perform duty, pro-rata deduction of the duty rate would be made on hourly basis. If a person deployed is absent on a particular day or comes late/leaves early on three occasions, one day's wage shall be deducted. However, no habitual late comer would be allowed to work and it will be the responsibility of the service provider to provide a substitute.

22. If a worker proceeds on leave or leaves the job, it will be the responsibility of the agency to provide a substitute immediately. In case substitute is not provided, deduction of charges will be made on a pro-rata basis from the monthly bills. Further, if a substitute is not provided within 3 days, deduction @ double the charges per worker will be made.

23. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.

24. Staff deployed by the bidder shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Government property/person.

25. The contractor shall provide uniform to the workers. samples of uniform will be approved by the Planning Commission. The worker must wear uniform during their duty. The contractor shall issue identity card to each worker which must be displayed by the worker during their duty

26. The bidder shall provide following manpower for housekeeping and facility management services:-

Sl. No.	Manpower Description	No. of staff required
1	Housekeeping Manager	01
2	Housekeeping Supervisor	02
3	Skilled Housekeeping staff	28

27. Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by Planning Commission.

28. If the work of the firm is not found satisfactory, Planning Commission reserves the right to terminate the contract at any time without assigning any reasons and the decision of the Planning Commission will be final and binding on the contractor.

29. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

30. Payment will be made on monthly basis in the succeeding month on submission of bill in triplicate. Payment of the bill will be based on computerized print outs in standardized proforma alongwith computer generated attendance sheet in respect of persons deployed.

31. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the bidder by PLANNING COMMISSION and if no action is taken within ONE hour, penalty @ Rs.500/- per day per complaint will be imposed .

32. The bidder should ensure to maintain the required number of manpower and also arrange a pool of stand by housekeeping staff/ supervisor. In case any housekeeping staff/supervisor absences from the duty, the reliever of equal status shall be provided by the bidder from the existing pool of housekeeping staff. If the required numbers of workers/ supervisor/ manager are less than the minimum required, a penalty @ Rs.500/- per worker per day will be deducted from the bill.

33. Any deviation in the material quality & quantity quoted will invoke penalty as decided by the competent authority. For proper maintenance, suitable cleaning material (ISI mark) which are environment friendly, not harmful to human and government property should be used.

34. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Head of Department, Planning Commission. The contract shall be subject to relevant law and the jurisdiction of the courts located in Delhi.

35. PLANNING COMMISSION reserves the right for termination of the contract at any time ,if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by PLANNING COMMISSION from its Security Deposit or pending bill or by raising a separate claim.

36. The housekeeping Manager will maintain a Register and any complaint received from Planning Commission will be noted in the register and necessary action will be taken thereon within 24 hours.

37. The bidder whose total rate quoted in the Financial Bid towards wages of Housekeeping Manager/Supervisor/Workers, charges, if any, for Machines and Equipments, toilets and dispensers, cleaning material and aids, pest control etc are the lowest in comparison to other bidders will be considered as the lowest bidder.

38. As per Govt of India's Notification No. 15/2005 dated 7.6.2005, cleaning services in respect of non-commercial buildings and premises thereof does not come under the purview of Service Tax. Planning Commission being a non-commercial building, Service Tax is not leviable on cleaning services in its office i.e Yojana Bhawan. Therefore, Planning Commission will not pay any service tax for cleaning services provided for Yojana Bhawan.

39. All tendered rates shall be inclusive of all taxes and levies payable under respective statues. However, pursuant to the Constitution (46th Amendment) Act, 1982, if any further tax or levy is imposed by Statute, after the last stipulated date for the receipt of tender including extensions if any and the contractor thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not, in the opinion of Planning Commission (whose decision shall be final and binding on the contractor) attributable to delay in execution of work within the control of the contractor. The contractor shall furnish the relevant/documents regarding payment of such taxes/levies as and when Planning Commission will require from time to time.

Note: Technical and Financial Bid in a single envelop will be out rightly rejected.



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Under Secretary to the Govt. of India

Details of work for which contract to be awarded

The following Housekeeping/ cleaning services will be done daily from Monday to Saturday at regular intervals so that the areas covered under the contract remain spic and span all the time. Working hours should be adjusted in such a manner that cleaning work in the morning should be completed well before 9:00 A.M. However bidder will arrange manpower for special VIP visits at no extra cost.

1. Cleaning, dusting, vacuuming and disinfecting of floors, walls and ceilings. Removal of waste and any other garbage from the entire area covered under the contract (such as halls, conference rooms, committee rooms, office rooms, cabins, cubicles, etc.)
2. Sweeping, cleaning, mopping with disinfectant cleaner of area covered under the contract, including all staircases, cabins, lobbies, reception, training rooms, office rooms, cabins, meeting rooms, security office and other areas as covered in the contract.
3. Cleaning of baskets, wastepaper baskets, cob-webs, etc. and disposing off all the collected refuse at designated site on daily basis.
4. Dusting of computer systems and their peripherals, all doors and windows, furniture, fixtures, fans, equipments, accessories etc. and cleaning of all windows glasses and grills. Cleaning and dusting of window panes / venetian blinds.
5. Spraying Room Fresheners in all rooms, on a daily basis at regular intervals.
6. Scrubbing / cleaning of toilets, wash basins, sanitary fittings, glasses, toilets, floors, etc.
7. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include liquid hand soap, toilet rolls, air fresheners, sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.
8. Cleaning and dusting of electrical switchboards, light fixtures, fans, air conditioner vents, overhead light fixtures, projectors, fire-fighting equipments, nameplates, plant boxes, doormats etc.
9. Placing garbage bags in all garbage bins to avoid stains & stinks and clear them on daily basis.
10. Check and remove hairs, dust, dirt or any such object from anywhere in area covered under the contract.
11. Cleaning, dusting, scrubbing of pantries, reception, security rooms, training halls, committee rooms, computer labs etc.
12. The garbage will have to be disposed of at least twice a day.
13. The refuse/garbage shall be disposed of at the appropriate garbage point after proper sorting of bio degradable and non bio degradable garbage.

Pest & Rodent Control Service

1. The bidder shall take effective measures for Rodent and Disinfection Services including fogging etc. on weekly basis in the area under contract.
2. The bidder shall use chemicals that are harmless to humans and further, the chemicals should not leave any spots in the treated area.
3. The bidder will be responsible for any damage to human/machinery by any chemicals used by him. Any damage caused to machinery/books due to rodent and disinfection services in the areas covered under contract shall be made good by the bidder.

ANNEXURE – B

The bidder should have following machines & equipments at Planning Commission premises.

Sl.No.	Description	Quantity
1	SCRUBBING MACHINE (TASKI)	2
2	AUTO SCUBBER MACHINE (TASKI)	1
3	WET/ DRY VACCUM CLEANER (TASKI)	2
4	HIGH PRESSURE JET (TASKI)	1
5	WRINGER TROLLEY	6
6	CADDY BUCKET	8
7	SINAGES	16

ANNEXURE - C

Monthly requirement of toiletries / dispensers

1	Kimberly Clark Soap Pouch
2	Daffodil Toilet Roll / Jumbo Roll
3	Wintex / Daffodil Tissue Box
4	Kimberley Clark C- Fold Towel – 1150
5	Kimberly Clark C-Fold towel dispenser
6	Kimberly Clark Jumbo roll dispenser
7	Kimberly Clark Soap dispenser

List of cleaning Materials & Aids

Sl.No.	Items	Sl.No.	Items
1	FLOOR DUSTER	27	SPIRAL
2	DUST CONTROL REFILL	28	TR-101 (Carpet shampoo)
3	KENT MOP REFILL	29	TR-103 (Carpet detergent)
4	DUSTER WHITE	30	D-7 (Stainless steel polish)
5	DUSTER YELLOW	31	BRASSO
6	DETERGENT	32	MIN CREAM
7	VIM	33	MANSION POLISH
8	MULTI-CLEANER	34	Q2 (Liquid polish)
9	ROOM SPRAY (PREMIUM)	35	GARBAGE BAG (BIG)
10	AUTO SPRAY	36	GARBAGE BAG (SMALL)
11	ODONIL	37	TOILET BRUSH
12	U. CUBES	38	HAND BRUSH
13	N. BALLS	39	CARPET BRUSH
14	DETTOL ANTI SEPTIC	40	COWEB BRUSH
15	STEEL WOOL SCRUBBER	41	DUST CONTROL MOP
16	PLASTIC SCRUBBER	42	KENT MOP
17	SPONGE	43	FLOOR BRUSH WITH HANDLE
18	SOFT BROOM	44	DUST PAN
19	HARD BROOM	45	BUCKET
20	BAMBOO BOOM	46	FLOOR WIPER
21	FEATHER BRUSH	47	GLASS WIPER - UNGER
22	CLEANZO/ PHYNYL	48	VACCUM PUMP
23	R1 (Bathroom cleaner)	49	COLIN DISPENSER
24	R2 (Glass cleaner/Colin)	50	GLOVES (PB/HB)
25	R4 (Furniture cleaner)	51	SAFETY SHOES
26	R6 (Toilet cleaner)		


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APPLICATION - TECHNICAL BID

For House Keeping and Facility Management services in Planning Commission.

Technical Bid Page: 1

1.	NAME OF TENDERING COMPANY / FIRM / AGENCY	
2	NAME OF OWNER / PARTNERS/ DIRECTORS	
3.	FULL PARTICULARS OF OFFICE	
(A)	ADDRESS	
(B)	TELEPHONE NO.	
(C)	FAX NO.	
(D)	E-MAIL ADDRESS	
4.	REGISTRATION DETAILS :	
	(A) PAN / GIR NO.	
	(B) SERVICE TAX REGISTRATION NO.	
	(C) E.P.F. REGISTRATION NO.	
	(D) E.S.I. REGISTRATION NO.	
5.	DETAILS OF EARNEST MONEY DEPOSIT	
(A)	AMOUNT(RS.)	
(B)	D.D. / P.O. NO. & DATE	
(C)	DRAWN ON BANK	
(D)	VALID UPTO	

The above format may be used to provide requisite details.

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Firm's/Company's Seal:

Technical Bid Page-2

Details of experience of works undertaken during last three years

Year	Name and Address of the organization, Name, Designation, and telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From dd/mm/yy	To dd/mm/yy
2007-08					
2008-09					
2009-10					
Additional information, if any					

The above format may be used to provide requisite details

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Firm's/Company's Seal :

Details of the running contracts at Ministries/Department/PSUs/Autonomous bodies

Sl.No.	Name and Address of the organization, Name, Designation, and telephone / fax number of the Officer concerned	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From dd/mm/yy	To dd/mm/yy
1					
2					
3					
Additional information, if any					

The above format may be used to provide requisite details.

Date:
Place:

Signature of Owner/Managing Partner/Director
Name:
Firm's/Company's Seal :

DECLARATION

1. I, _____ Son / Daughter of
Shri _____ Proprietor/Partner/Director/
Authorized Signatory of _____ am competent to
sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are true
and authentic to the best of my knowledge and belief. I / we, am / are well aware of the
fact that furnishing of any false information / fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.

Date:
Place:

Signature of authorized person
Full Name:
Firm's/Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of
the Firm/company should be enclosed with Technical bid.

APPLICATION – FINANCIAL BID

For House Keeping and Facility Management services in Planning Commission.

I. Name of bidder: _____

II.

S. NO.		Rate Per Month (Rs.)	Pro-Rata Rate Per Day (Rs.)	Pro-Rata Rate Per Hour (Rs.)
A	Charges for manpower - 1 Manager			
i	Charges for manpower - 02 Supervisors			
ii	Charges for manpower -28 Skilled Housekeeping staff			
iii	ESI (mention %)			
iv	EPF (mention %)			
v	Total of A (Rs.)			
			Rates per month (Rs.)	
B	Charges, if any, for machines & equipments, toiletries & dispensers, cleaning material and aids, garbage disposal vehicle, garbage bags and bins, and any other item(s) that may be required for fulfillment of the contract			
	Any other charges, if any			
	Total of B (Rs.)			
C	Charges for Pest Control			
	Any other charges, if any			
	Total of C (Rs.)			
	Grand Total of A+B+C (Rs.)			

The above format may be used to provide requisite details.

Please note that, for finalization of contract, the bidder whose **Grand total of A+B+C** above are the lowest in comparison to other bidders will be considered as the lowest bidder.

Date:
Place:

Signature of of Owner/Managing Partner/Director
Name:
Firm's/Company's Seal :