

Tender Set No:

Tender Set Cost: Rs.1, 000/- (Rupees one thousand only)

Ministry of Science & Technology
Department of Science & Technology
Admin II (B) Section

Technology Bhavan
New Mehrauli Road
New Delhi-110 016

Tender Document

For

**Service contract for Housekeeping Services in DST,
Technology Bhavan, New Delhi-16**

Cont'd.....02/-



**Government of India
Ministry of Science and Technology
Department of Science and Technology
Administration II (B) Section
Technology Bhavan, New Mehrauli Road, New Delhi-110 016**

Tender Enquiry No. D-13023/ 1/ 2/ 2014 Admin II (B)

Date:-27th Oct.,2014

To,

All interested & eligible vendors

**Sub: Open tender for Housekeeping services in DST,
Technology Bhavan, New Delhi-16**

Dear Sirs,

1. For and on behalf of the President of India, sealed tenders are invited in **two (Prequalification & Financial) bids system** for the subject mentioned job in Department of Science & Technology, Technology Bhavan, New Delhi-16 for period of one year from the date of commencement of contract and extendable on yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm.
2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Performa (**Appendix-C**) in a sealed cover along with the documents duly signed on all pages as mentioned in the tender document in the prescribed form. The sealed cover containing the quoted tender shall be super scribed "**Open tender for Housekeeping Services in DST, Technology Bhavan, New Delhi-16 not to be opened before 25th Nov.,2014**" and shall be dropped in the tender box of Admin II (B) kept near the Reception of the Technology Bhavan **latest by 1500 hours** on or before the **25th Nov.,2014**. Sealed tenders received within the closing time limit shall be opened on the same day at 1530 hrs in Raman Auditorium, WH Block in the presence of such tenderers who wish to be present.
3. Tenderers shall submit EMD amount of Rs.50,000/- (Rupees fifty thousand only) with the tender documents and the successful tenderer shall be required to submit a performance security deposit of an amount of Rs.3,00,000/- (Rupees three lakhs only) in the form of Demand Draft/ Fixed Deposit Receipt/ Performance Bank Guarantee from any Scheduled Commercial Indian Bank valid for the contract period + 03 months.
4. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached **Appendix C**.
5. Any correspondence concerning to the tender shall be addressed as indicated at top of this sheet quoting the reference as given.
6. This letter shall form part of tender documents and shall be returned duly signed alongwith the tender documents.

**THE DEPARTMENT ON THE BEHALF OF PRESIDENT OF INDIA DOES NOT BIND HIMSELF TO
ACCEPT THE LOWEST OR ANY TENDER**

Yours faithfully,

(B. K. P. Angam)
Under Secretary to the Govt of India
Tel: 26590204

Copy to: FICCI, DST: For posting the complete tender document on Department's website

Signature of the bidder (s) with stamp

Cont'd...03/-

**IMPORTANT INFORMATION, GENERAL INSTRUCTIONS,
TERMS & CONDITIONS**

1. Accepting Officer

Under Secretary of Govt of India
Department of Science & Technology
ON BEHALF OF THE PRESIDENT OF INDIA

2. Two (Prequalification & Financial) bids system

2.1. This tender shall be processed in two bids system – namely (i) Prequalification and (ii) Financial Bids. The tenderers shall submit both the bids simultaneously with the same date of receipt i.e. **1500 hrs on 25th Nov., 2014**. The price bid will be opened, on the date to be fixed later on and made known to the qualified tendering firm only after technical evaluation of all the offers received for prequalification bids are completed and eligible/ meeting the criterion mentioned in the prequalification bid. Those firms does not meet the requisite criterion/ non-fulfilling the precondition requirements, their financial bid shall not be opened and the same shall be intimated/ informed/ displayed in the web portal of the Department.

2.2. Both the bids –one containing the “**Prequalification bid**” duly sealed and the other “**Financial bid**” duly sealed should be submitted in one main cover and the price quotation in the sealed cover will form an enclosure to the main cover. The main cover should also be wax sealed.

2.3. The tenderers should very carefully note that price bid, received after opening of Prequalification bid **25th Nov.,2014**), though before the date fixed for the opening of Financial bids will be regarded as late tender and shall not be considered.

2.3.1. The price bid submitted by such tenderers, whose offers have been considered as technically not acceptable on the basis of the tender evaluation of the Prequalification bids, shall not be opened. The Department reserves the right not to intimate the Financial bid opening date to such tenderers who do not qualify in the prequalification bid.

All bidders are therefore required to submit their offers in two covers as under:-

- (a) **FIRST COVER** should contain the “**Prequalification offer**” submitting the following documents:-
- i) Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED i.e. **Appendix C**.
 - ii) Tender Fee Coupon (Annexure III).
 - iii) Earnest Money Deposit (EMD) amounting to Rs.50,000/- (Rupees fifty thousand only) in the form of DD/ BC/ PO in favour of DDO, DST.
 - iv) Experience Certificate regarding at least three years of experience in executing contract (worth Rupees 20,00,000/- in each year) for providing manpower of similar services to Govt. organizations/ PSUs/ State Govt. / Quasi Govt.
 - v) Income Tax Returns for the last three years and Solvency Statement from Bankers concern.
 - vi) Firms registered/enlisted with Ministries/ Department of Ministries/PSUs/CPWD/ MES/ Railways in eligible category shall attach “Registration Certificate” issued by concerned authority.
 - vii) Contract license under the contract labour (Regulation & Abolition) Act 1970 from Labor Commissioner’s Office shall be attached.
 - viii) ESI & EPF Registration certificates as per provisions of Contract Labour (Regulation & Abolition) Act 1970 applicable to the workers shall be attached.

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Signature of the bidder (s) with stamp

- ix) Undertaking regarding the contractor will not allow or permit any employee to participate in any trade union activities or agitation in Technology Bhavan Premises.
- x) Original tender document duly signed and stamped at all pages.
- xi) Satisfactory Performance certificate at least for a period of two years from Ministries/ Department of Ministries/ CPWD/ MES/ Railways/ PSUs/ State Govt. / Quasi Govt. shall be attached.
- xii) The firm shall furnish complete details of **Annexure II**. Partly/ partial filled Annexure II shall be considered as not furnishing of complete details and shall be rejected without assigning any reason thereof.

Note: 1. The conditions laid down in 2.3.1 (a) as Prequalification bid shall be free from any condition. Conditional bids shall be rejected straight way without assigning any reason.

2. This cover should be superscribed "Prequalification Bid for House Keeping Services in DST, Technology Bhavan, New Delhi with Tender No., Name and Date of opening".

3. The firm fulfilling all conditions/ parameters as mentioned in 2.3.1 (a) shall be qualified in prequalification bid.

4. The firm failing to qualify prequalification bid shall not be considered for opening of Financial Bid.

(b) **SECOND COVER** should contain the "**Financial offer**" submitting the following details:-

i) Details of rates as per **Appendix-C** including name of brand (inclusive of all taxes, duties & freight charges) quoted by the bidder. These details should be submitted in the format given. The words "**FINANCIAL BID for HOUSE KEEPING SERVICES IN DST, TECHNOLOGY BHAVAN, NEW DELHI**" should be written clearly and prominently on this envelop along with Tender Number, Name of work & Date of opening.

(c) **THIRD COVER:** Both the above mentioned covers should be sealed separately and thereafter, be kept in a third cover and again sealed. This cover should also be superscribed with the Tender No., stores and date of tender opening as under:-

Tender No. **D-13023/ 1/ 2/ 2014 Admin II (B) Dated 27th Oct., 2014**

"**TENDER ENQUIRY FOR HOUSE KEEPING SERVICES IN DST, TECHNOLOGY BHAVAN, NEW DELHI**" NOT TO BE OPENED BEFORE **1530 hrs. On 25th Nov.,2014**"

(d) Only the first cover i.e. Prequalification Bid shall be opened on the date of tender opening. Financial bids of only those firms will be considered for opening who are qualified as per Prequalification bid and shall be opened publicly on a later date which will be notified to the bidders who have qualified to the Prequalification bids.

(e) The price of the item should be quoted inclusive of all taxes, duties and other charges.

3. **Tender Fee**

Applicants are requested to furnish a tender fee of **Rs.1,000/- (Rupees one thousand only)** along with Tender. Tender Documents can be obtained from Section Officer, Admn.II-B, Hall E, Warehousing Block, Technology Bhavan on furnishing a Demand Draft, Pay Order or Banker's Cheque of Rs. 1,000/- in the name of DDO, DST. Tender fee coupon(as per **Annexure-III** to this Tender Document) shall be issued alongwith tender documents on payment of tender fee. . Sealed tenders received in this Department without the Tender Fee Coupon shall not be taken into consideration and shall be rejected. Tender Document can also be downloaded from DST website www.dst.gov.in or Government of India tender portal www.tenders.gov.in. Firms using Tender Document downloaded from DST or Government of India website will have to submit DD/Pay Order/Banker's Cheque of Rs.1,000/- along with their tender in sealed cover failing which their offer shall be rejected.

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Signature of the bidder (s) with stamp

4. Earnest Money Deposit

4.1 An amount of **Rs.50,000/- (Rupees fifty thousand only)** shall be submitted by way of Demand Draft, Pay Order/Banker's Cheque in the name of DDO, DST, New Delhi along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected and shall not be considered under any circumstances. EMD of tendering firms who submit the sealed tender but withdraw the same before expiry of the tender validity date shall be forfeited. EMD of the successful tenderer shall be released only after submission of Performance Security of specific amount. EMD of the tenderers who fail to honour the bid in prescribed time limit shall stand forfeited. No representation in this regard shall be entertained by the Department. EMD amount shall not be adjusted in any form by DST. No interest will be paid by the Department for not releasing the EMD amount within the tender validity period or at any circumstances.

4.2 The Department will return the earnest money wherever applicable to unsuccessful tenderers by endorsing the authority on the deposit for its refund, on production by the tenderer a certificate of Accepting officer that a bonafide tender was received and all documents were returned.

5. Non- transferability

This tender is non-transferable.

6. Terms & Conditions

Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be rejected.

7. Firm & Fixed rate

7.1 Rates shall be quoted on net destination basis at DST and firm & fixed rate basis including statutory taxes (CST/ VAT, Service Tax, Service Charge etc., duties (ED- if any), freight, packing etc.. The prices/rates quoted shall be indicated in words as well as in figures and in INR only. Rates during the currency of contract shall remain firm & fixed in respect of materials supplied by the contractor. (The rate quoted at S.No.2 in Appendix-C shall be firm and fixed.) The rates during the currency of contract in respect of provisioning of manpower shall be variable in compliance of minimum wages notified by GNCTD (Govt. of NCT Delhi) from time to time. (The rate quoted at S.No.1 in Appendix-C shall be variable in compliance of note mentioned in Appendix-C.)

7.2 The unit rates quoted by the tenderer shall be deemed to include for any minor details/items of work which are obviously and fairly intended and which may have not been included in these documents but which are essential for the execution and entire completion of the work.

7.3 In the event of any dispute as to whether any minor details/items of work is included in the contract shall be referred to the Accepting Officer. Appeal against the decision of the Accepting Officer in this regard shall lie to the Joint Secretary (Administration), DST and the decision given by him shall be final and binding.

8. Prescribed Forms

Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be rejected and no correspondence in this regard will be entertained. Fax/ E-mail/ Letter head submission of tenders shall not be accepted.

9. Late/ delayed tender

Tenders received after prescribed closing time shall not be accepted under any circumstances.

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Signature of the bidder (s) with stamp

10. Time & date of receipt and opening of bids

Tenderers shall note that if the date of tender opening given in the Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in DST will stand automatically extended up to 1500 hours of the next working day in the Central Government offices.

11. Contract period

One year from the date of commencement of contract and extendable yearly basis depending upon the performance of the firm and compliance of terms & conditions stipulated in the tender document by the firm and mutually agreed upon.

12. Performance security

Successful bidder shall be required to furnish a Performance Security for amount of **Rs.3,00,000/- (Rupees three lakhs only)** in the form of DD/ Pay order, Fixed Deposit Receipt (FDR) or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days from the receipt by him of notification of acceptance of his tender. The format for Performance Bank Guarantee (PBG) shall be provided by DST along with the award of contract. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which shall further lead to de-registration/ suspension of business dealing with the Department and the amount of performance security deposited by the firm shall also be forfeited. Successful bidder has to submit fresh Performance Security of same amount in case of extension beyond the contractual period alongwith the willingness certificate of extension with contractual rates, terms & conditions.

13. Validity of tender

Tender shall be kept valid for acceptance by DST for a period of 90 days after the tender opening date.

14. Taxes & duties:-

14.1. Rates quoted by tenderer shall be inclusive of all statutory taxes & duties (CST, VAT, Service Charge, Service Tax, ED etc.) and freight (free delivery at consignee's premises) etc.

14.2. **Tax Deduction at Source (TDS):-** TDS shall be deducted from each bill (as applicable) of the contractor under the statutory rules of Union Govt. in respect of Income Tax & other Taxes etc.

14.3. No claim on account of sales taxes or any other statutory taxes/ charges for execution of work awarded under this contract shall be entertained by DST and such taxes and charges shall be paid by the contractor himself.

15. Submission, acceptance and rejection of tender:-

15.1. The envelope containing the quoted tender shall be duly sealed and super-scribed as "**for Housekeeping Services in DST, Technology Bhavan, New Delhi-16 for period of one year**". The sealed envelope shall be dropped in the tender box kept [**Tender Box Admin II (B)**] near the reception of Technology Bhavan on or before 3.00 PM on **25th Nov.,2014** which shall be opened on the same day at 3.30 PM in the presence of one representative of such tenderers who wish to be present.

Notes:

- a. Refer clause 3 here-in-before regarding enclosure for tender fee.
- b. Refer clause 25 here-in-after regarding mandatory information.
- c. Refer clause 7 of specification and Appendix- D for other enclosures.

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Signature of the bidder (s) with stamp

15.2. Tenders not complete in all respects shall be liable to be rejected.

15.3. While submitting the tender for this work the tenderers shall be **deemed to have read, understood and accepted** all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, shall be got clarified from Under Secretary, DST at least 07 days before tender opening date. Requests for postponing the tender opening date for the same shall not be accepted.

15.4. Tenderers shall indicate the complete address of their firm/ office along with telephone numbers.

15.5. Contract shall be awarded to the firm offering the lowest / net bundled price and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item shall not be quoted, Net- bundled price offered shall not be accepted.

16. Award of contract:-

16.1. The Accepting officer shall award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

16.2. Notwithstanding the above, the Accepting Officer reserves the right to seek previous work orders, references etc. and to accept or reject any tender and to cancel the process and reject all tenders at any time prior to award of contract.

16.3. The tenderer whose rate is accepted shall be notified for the award of contract by the Accepting Officer prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded on the basis of this Tender Enquiry.

16.4. In case two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm shall be considered for evaluation purpose. The decision of the Department shall be final and binding.

17. Paying authority

Controller of Accounts or his authorized representative, Pay & Accounts Office, DST, New Delhi-110016 shall be the paying authority.

18. Completion of contract

The Contract shall be completed on completion of period (or extended period mutually agreed by both parties) given in contract.

19. Cancellation of contract

Due to unsatisfactory performance established on the part of the contractor or any such material complaints, the contract shall be cancelled at any time by giving a Notice of three months in advance by the Accepting Officer. If satisfactory improvement shall not be found even after issue of notice, Final Notice shall be served upon the contractor to improve the performance within 15 days, if contractor fails to improve the performance even after issue of Final Notice, the contract shall be cancelled without prejudice to the department. During the period of notice both the parties shall continue to discharge their duties and obligations.

20. Applicable law

The contract shall be interpreted in accordance with the laws of Union of India. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Delhi only and will be settled accordingly.

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Signature of the bidder (s) with stamp

21. Disputes & Arbitration

20.1. All disputes (except decision given under clause 7.3 here-in-before which shall be final and binding) arising shall be settled through arbitration. Both the parties shall first try to resolve the disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either of the party shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.

20.2 Sole Arbitrator shall be appointed by Joint Secretary(Administration), DST, New Delhi within 30 days of notice regarding appointment of arbitrator.

20.3. In the event of any dispute arising under this contract or in connection therewith including any dispute relating to:-

20.3.1. Existing meaning and interpretation of this contract the same shall be referred to the sole arbitration appointed by the DST, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act 1996.

20.3.2. There shall be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.

20.3.3. Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms & conditions of the contract.

20.3.4. The Arbitrator shall give speaking and reasoned award with respect to the claims referred to him by either of the parties.

21. Work Specifications

The work specifications are given in the **Annexure I** to this Tender Document.

22. Mandatory Information

Contractors are required to fill up the Contractor's information (Mandatory) and shall be furnished with supporting documents as per **Annexure II** to this tender document.

23. Liquidated Damages

23.1. In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty, a sum equivalent to 1/2 % per week and the total damages so claimed shall not exceed 10% of the total contract amount.

23.2. The Department reserves the right to conclude similar Contracts with a number of firms which may be the most economical to it or suitable to its requirements.

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Signature of the bidder (s) with stamp

SPECIFICATION

1. Scope of work:-

The general scope of work is to provide conservancy services for Warehouse Block, Administrative Block and other building in Department of Science & Technology (DST), Technology Bhavan, New Delhi-16 employing personnel, material and equipment for environmental control, hygiene and other maintenance operations for buildings, hard standings, roads and surroundings as explained in the succeeding paragraphs.

1.1. Cleaning and sweeping of office complexes, buildings, hard standings, premises (including one meter area on both sides), drain pipes, gutter pathways and roads as explained to the contractor or his representatives by DST representative. The details of buildings, cleaning schedule and approximate floor area for the various buildings are given in **Appendix A**.

1.2. Cleaning dusting of all doors, windows, mirrors, ventilators, pelmets, equipments, computers, printers and other office equipments as per schedule given in **Appendix A**.

1.3. Removal of wild grass/ weeds in and around buildings up to boundary wall of Technology Bhavan compound and along the road up to 01 meter on either side, shall be done minimum once in a fortnight, contractor shall provide arrangements to dispose off garbage to the notified dumping ground outside Technology Bhavan complex. The frequency may be increased during spring season (falling of dry leaves) and monsoon season and at the discretion of DST for which no extra amount shall be claimed by the contractor.

1.4. Façade Cleaning: - The Administrative Block is a new renovated building with glass and alucobond façade and requires to be cleaned on a regular basis to ensure long life and aesthetics. The cleaning may be done by any one of the prevalent method like spider cleaning, rig cleaning, using platform/ scaffoldings etc. All safety measures as per industrial norms should be followed during cleaning. The façade cleaning work may be subcontracted to a specialist, if required, but the responsibility for the work will be entirely with the contractor. The cost of cleaning chemicals and equipments required for façade cleaning will be borne entirely by the contractor.

1.5. Cleaning of walls, ceiling, open & closed verandahs, staircases, switch boards, wiring, including of cobwebs.

1.6. Cleaning of roads & pavements.

1.7. Removal and disposal of dead animals/ plants/ weeds/ dry leaves/ twigs etc..

1.8. Removal of honeycomb of wild bees from building.

1.9. Diluted acid/ other cleaning material will be used by the employee of the contractor for cleaning of WCs and urinals. Naphthalene balls will be used in the urinal, odonil/ air freshener will be placed in toilets and liquid filled in liquid soap dispensers in the toilets as on required basis at the expense of the contractor. The annual requirement of cleaning material and accessories is given in **Appendix B**. The contractor shall submit materials required for one month in advance to area specified by DST inside Technology Bhavan Complex under control of their Supervisor and weekly statement of consumption shall be submitted to Under Secretary, DST for conservancy staff on day to day use. Accordingly, the contractor shall deposit two months requirement of materials after placing work order before commencement of work and one month stock shall be deposited by 25th of every month during the entire contract period. The materials for cleaning shall be kept under custody of contractor/supervisor located within complex of DST and shall be issued to cleaning staff on day to day basis. The claim for materials shall be settled upon submission of purchase vouchers indicating the actual cost incurred limited to the cost quoted.

1.10. Roof tops, down water pipes and chajja tops of buildings will be checked for vegetation growth and loose leaves etc and shall be cleaned in every three months.

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Signature of the bidder (s) with stamp

1.11. Shifting of office furniture/ equipments etc as and when required.

1.12. Contractor shall arrange own transportation for movement of staff & cleaning material inside the Technology Bhavan Complex.

1.13. Contractor shall provide uniform with badges, apron, helmet/caps, gloves, boots and other required protective gears to its manpower and quoted rate deemed to be included of these items.

1.14. All personnel shall be in uniform with identity badges, aprons, helmets/ caps, gloves and boots. Contractor shall obtain approval from Under Secretary, DST for uniforms, badges etc. Wearing of proper uniform with boots for men & women personnel shall be mandatory for entry and work at Technology Bhavan premises.

1.15. Positioning of potable drinking water jar (20 litre) in the water dispensers including cleaning of water dispensers.

1.16. Positioning of flower in the vase to the officers' room

2. Manpower:-

2.1. The contractor shall employ **Supervisors (02 Nos.)** and **cleaning personnel (23 Nos.) (Total-25 Nos.)** for conservancy services.

2.2. The contractor shall ensure the availability of specified numbers of manpower throughout the period of the contract.

2.3. Contractor is to designate a dedicated person (Coordinator) apart from above mentioned manpower for deployment of contract manpower and maintaining various records like attendance, salary, leave etc.

2.4. The contractor shall ensure the physically fit personnel above 18 years of age and not more than 55 years are only employed for working in Technology Bhavan. Persons with contagious diseases/medically unfit shall not be deployed.

3. Contract Tenure:-

3.1. The service contract shall be initially for a period of one year and shall be subject to periodic review and evaluation of performance by the Competent Authority of DST, New Delhi.

3.2. Renewal up to two more years on yearly basis can be considered after review of performance without any escalation in contract cost, terms & conditions.

3.3. No escalation in cost will be considered during the period of contract. Any expenditure on account of increase of salaries shall not be considered.

3.4. In case of extension of the contract for a limited period, if required, the contractor shall continue the service. For this period cost of the running contract shall be considered without any escalation.

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Signature of the bidder (s) with stamp

4. Working Hours:-

4.1. The conservancy work shall be carried out on all days during GOI working hours (08:00 to 17:00 hours including lunch break from 12:00 hours to 13:30 hours) except Sundays & Govt. holidays.

4.2. The contractor will observe working day on Second & fourth Saturday of the month for cleaning of officers rooms, canteen area and other areas as specified by DST for which no additional payment will be made.

4.3. In case of special requirements of conservancy services beyond office hours or on holidays, the contractor has to provide the required manpower for which no additional payment will be made.

4.4. All the toilets and other areas should be cleaned before commencement of working hours i.e. 09:00 hours daily. In addition, toilets shall be cleaned at around 11:30 hours, 14:30 hours and 17:00 hours. Only ladies cleaning personnel shall be allowed for cleaning of ladies toilets and the contractor shall made arrangements accordingly. The variation in timing of cleaning of toilets if required shall be notified by Department but the frequency remains the same.

4.5. If personnel are on leave, contractor should ensure trouble free working by providing suitable replacement for which he must deploy additional manpower.

5. Payments & bills:-

5.1. Payment:

5.1.1. Contractor shall pay his employees within 07 days of completion of each month.

5.1.2. All the payments shall be based on minimum wages as per GNCTD rates updated with variable DA.

5.1.3. Contractor shall ensure that the payment of employees is done directly to the individual's bank account or by cheque and the proof of payment shall be submitted to DST, New Delhi.

5.1.4. Payment shall be limited to the amount for which documentary proof is submitted.

5.2. Bills:-

5.2.1. The payment to the contractor shall be made on monthly basis.

5.2.2. The contractor shall provide a copy of document furnishing the monthly payments made to the workman, duly certified by Under Secretary, DST, New Delhi to monitor and ensure the minimum wages are paid to the workmen as the contract labor (regulation & abolition) act 1970 as amended from time to time.

5.2.3. Contractor shall submit bill on detailed cost for the number of man days supplied along with service charges, material cost etc.

5.2.4. The contractor shall submit following documents with bill:

- i. Attendance sheet duly signed by DST representative.
- ii. Salary statement
- iii. Proof of EPF treasury challans, ESI/ Insurance, Gratuity, Bonus etc.
- iv. Monthly statement of wages.
- v. Proof of service tax deposited for previous months.

5.2.5. Bill shall not be processed without above mentioned documentary evidence.

5.2.6. Payment towards all the Govt. levies/ taxes, as applicable shall be contractor's responsibility.

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Signature of the bidder (s) with stamp

6. Penalty:-

6.1. If the contractor fails to provide the specified manpower, the contractor shall be liable to pay a penalty equivalent to one day's salary (Basic + DA) of the particular employee and the same shall be deducted from the bill, this is in addition to one day's (Basic + VDA) disallowed due to absent of the employee.

6.2. The contractor shall ensure that conservancy personnel shall not in intoxicated condition while on duty. Contractor shall ensure that his personnel shall not smoke or consume gutka, pan etc. at DST, New Delhi otherwise personnel shall be treated as absent and penalty shall be levied as given in clause 6.1 here-in-before.

6.3. In case of breach of any part or whole of the clause mentioned above by the contractor or his employees, DST will have the right to cancel either in part or in full and shall have full right to entrust in part or full the work to any other contractor and the contractor shall be liable to pay the extra cost involved in the execution of cancelled part of the contract.

7. General Terms & Conditions:-

7.1. Tenderer shall treat the tender specifications and contents thereof as confidential.

7.2. The contractor shall not divulge any information that is made known to him to anyone he may come across or to any person not authorized to receive such information.

7.3. The tenderer shall have at least three years of experience in executing contract (worth Rupees 20,00,000/- in each year) for providing manpower similar services to Govt. organizations/ PSUs/ State Govt. / Quasi Govt. The Contractor shall submit documentary proof of the same alongwith the tender.

7.4. The contractor shall submit copies of Income Tax Returns for the last three years and Solvency Statement from Bankers along with the tender.

7.5. Contractors registered with CPWD/MES/Railways/Ministries and Department of Ministries in eligible class may also participate in the tendering.

7.6. The Contractor shall obtain & submit a contract license under the contract labour (Regulation & Abolition) Act 1970 from Labor Commissioner's Office, before commencement of the contract period. Failure to do so will result in cancellation of the contract.

7.7. The contractor's personnel shall handle non-explosive stores only.

7.8. The Contractor's personnel shall clean building in presence of DST representatives unless otherwise instructed by DST.

7.9. Contractor shall ensure that its personnel shall not take any material, equipment, papers, plants, trees, wood etc. out of Technology Bhavan premises. In the events of such cases suitable action as per law shall be taken.

7.10. Contractor shall ensure IN/ OUT records of all personnel in Technology Bhavan Security Gate Office. In no circumstances any one shall be allowed to stay (night) in the premises.

7.11. The contractor shall maintain the following Registers as per contract Labour (Regulation & Abolition) Act 1970:-

- i. Register of Workman as per Form XIII of Rule 75.
- ii. Register of wages as per Form XVI of Rule 78.
- iii. Employment Card as per Form XIV of Rule 76.
- iv. Muster Roll Register as Form XVII of Rule 78.

Cont'd.....13/-

Signature of the bidder (s) with stamp

7.12. The Contractor shall indemnify and hold Department and/ or any officer, employee thereof harmless from any loss, damage, liability or expense, on account of damage and injuries, including death, to any persons employed by him. The vendor shall, at its expense, defend any suits or proceedings brought against Department, on account thereof, and shall satisfy all judgments and pay all expenses which may be incurred by or rendered against them, or any of them, in connection therewith. It is expressly understood that the Contractor shall keep fully indemnified against third party claims and damages to or caused by work performed under this contract.

7.13. The contractor shall be responsible for complying with all the statutory provisions of the applicable labour laws applicable to the contractors and DST. Breach or ignorance of the applicable laws, by contractor or employees if any, noticed at any point of time shall render the contractor liable and responsible for the consequences under labour laws and other applicable laws.

7.14. All facilities and amenities are to be provided by the contractor to the workers as laid down in the Contract Labour Law Act. The contractor shall comply with all the provisions of Contract Labour (Regulation & Abolition) Act 1970 read with ESI Act, EPF and Delhi Act, Minimum Wages Act and other statutes (like bonus etc.) applicable to the workers.

7.15. The contractor shall not allow or permit employees to participate in any trade union activities or agitation in Technology Bhavan Premises.

7.16. Frequent changes of contract employees shall not be preferred but any changes shall be done to the satisfaction of DST, New Delhi.

7.17. In case any employee proceeding on long leave or suspended/ dismissed from services or leave the job, the temporary Identity Pass/ Card of such employee shall be withdrawn and shall be deposited with the issuing authority.

7.18. DST, New Delhi shall not be responsible for any injuries or loss of life of any employee of the contractor that may take place while on duty or otherwise. Any expenditure towards treatment for such injuries shall be sole responsibility of contractor. DST, New Delhi shall not have any liability whatsoever in this aspect. For all the purposes, the contractor will be the Principal Employer and all liability towards the workers shall rest with the contractor.

7.19. The contractor shall ensure that conservancy personnel are selected after due verification of antecedents from police authority of the concerned locality. Verification of character and antecedents of the employee shall be completed within a month of appointment. DST, New Delhi shall reserve the right to suggest changes, if any, as and when considered necessary.

7.20. DST, New Delhi reserves the right to reject any person proposed to be employed by the contractor without assigning any reason.

7.21. The contractor shall ensure strict compliance of the provisions of Workman's Compensation Act.

7.22. Any theft or damage caused by the Contractor's employee shall be borne by the contractor and shall be made good at the earliest but not later than 20 days.

7.23. Personal bag & baggage of the contract personnel shall be liable for physical check up both at the time of entry into the campus and while leaving at the security gate.

7.24. The contractor shall provide a pigeon hole type steel cupboard at the gate to keep the personal belongings of the contract employees during entry for duty.

7.25. **Inspection:-** The contractor or his authorized representative having special power of attorney shall attend the office whenever required and shall be available during inspection.

7.26. The contract workers employed by the contractor shall be the employees of the contractor and there shall not be any employer – employee relationship between DST, New Delhi and the said contract workers on any ground whatsoever. DST, New Delhi will not issue any experience certificate to the employees of the contractor.

Cont'd.....14/-

Signature of the bidder (s) with stamp

8. Bidding

8.1. The tenderer shall visit DST New Delhi before quoting and shall get familiarized with the site condition and facilities. A pre-bid discussion meeting is scheduled on _____ at _____ hrs. The tenderers are advised to participate in pre-bid discussion meeting and visit the site for better understanding of scope of work as they shall be considered to have full knowledge of all relevant documents, samples, site etc, whether they have visited site or not. Any claim in this regard shall not be acceptable.

8.2. The contractor shall quote for the contract as per scope and terms and conditions taking into account the scope of work, working hours and financial aspects for other expenses as well as transport of contract personnel in the premises of DST.

8.3. **Cost of complete work shall be taken for comparing bid and contract shall be awarded to the lowest bidder (L1).** The tenderer shall quote on the latest minimum wages (pay & allowances) to be paid to the workers as laid down by the central/state govt. (whichever is higher). The tenderer shall provide the latest copy of the government notification along with their tender to support this fact. DST reserves the right to disqualify the tenderer if he fails to satisfy DST that minimum wages are not been paid to the workers or contravenes any of the provisions of the Contract Labour (Regulation And Abolition) Act 1970 or any of the statutes applicable to him for the time being in force.

8.4. Tenders shall submit the Financial bids in the enclosed format **(Appendix-C)**

Cont'd.....15/-

Signature of the bidder (s) with stamp

Appendix-A

List of building & cleaning schedule

Sl No.	Name of the building	Major tasks	Schedule	Remarks
1	Warehouse Block	Sweeping & mopping of all rooms of building floors, sweeping of hard standing, cleaning of equipment by waste cotton/duster, cleaning of wash rooms etc. Cleaning of control stations, computers, printers, tables, chairs and other office equipments with vacuum cleaners	Daily	
2	Administrative Block	---do---	---do---	
3	TIFAC Block	---do---	---do---	
4	Reception Block	---do---	---do---	
5	Canteen Block	---do---	---do---	
5	CISF Barrack	---do---	---do---	
6	Roads, Pavements & pathways etc.	Sweeping & removal etc.	Daily	
7	Doors, windows, ventilators, cobwebs etc.	Cleaning & removal etc.	Fortnightly	
8	Gutters & drainage	Cleaning	---do---	
9	Wild growth	Removal	Monthly	
10	Roofs & down water pipes	Cleaning	Every three months	
11	Overhead water tanks	Cleaning	--do--	
12	Disposing of accumulated material	Outside DST premises	Once in every month	
13	No. of toilets i) Gents toilet-19 ii) Ladies toilet-12	Functional and cleaning	Daily (four times)	

Approximate floor area for various buildings**Area of Technology Bhavan premises: 38,000 sqm (Approx)**

Sl No.	Name of the building with area	Approx area in sqm.	Schedule	Remarks
1	Ware House Block	8000		
2	Administrative Block	4000		
3	Reception Block	600		
4	Canteen Block	1300		
5	TIFAC Block	1500		
6	CPWD Block	800		
7	CISF Block	200		
8	Garage including parking area	500		
9	Total	16900 17000	say	

Cont'd.....16/-

Signature of the bidder (s) with stamp

TABLE-I
Cleaning Materials requirement for one year

Sl No.	Description of item	Unit	Monthly requirement	Yearly requirement
1	Air Freshener (Toilet)	Each	60	720
2	Phenyl/ Clenzo/ Domex	Ltr.	150	1800
3	Washing soap	Each	40	480
4	Naphthalene Ball	Kg	05	60
5	Soft Broom (Phool Jadu)	Each	12	144
6	Hard Broom for road sweeping (Bamboo)	Each	12	144
7	Duster (White)	Each	50	600
8	Air Freshener (Odonil)	Each	100	1200
9	Detergent Power	Kg.	05	60
10	Liquid soap	Ltr.	100	1200
11	Toilet Brush	Each	30	360
12	Homocol	Ltr.	100	1200
13	Acid (Muriatic/ soft)	Ltr.	40	480
14	Pocha (Floor Duster)	Each	50	600
15	Floor brush (Hard & metallic)	Each	01	12
16	Room Freshener 500 ml Bottle	Each	15	180
17	Collin (Normal bottle)	Each	05	60
18	Urinal/ Sanitary cubes	Pks	40	480
19	Brasso 200 ml	Each	03	36
20	Vim Power	Kg	05	60
21	Toilet Roll (Standard size)	Each	100	02

TABLE-II
Items required during initial stage of contract

Sl No.	Description of item	Unit	Qty	Remarks
1	Bucket 16 ltrs	Each	35	
2	Bucket for toilets 05 ltrs	Each	35	
3	Dust Bin with cover 40 ltrs	Each	25	
4	Dust Bin 05 ltrs.	Each	100	
5	Wiper	Each	35	
6	Mug (Toilet + general use)	Each	50	
7	Vaccum Cleaner	Each	02	
8	Towel	Each	60	To be changed weekly in the toilets
9	Sickle	Each	04	
10	Spade (Powda)	Each	04	
11	Khurpa	Each	10	
12	Safety coat for pest control	Each	06	
13	Uniform	Each	50	For 25 personnel
14	Shoes	Pair	50	For 25 Personnel
15	Rickshaw	Each	02	
16	Floor scrubber (Heavy Duty)	Each	01	
17	Web cleaner	Each	04	
18	Truck	Each	01	For disposal of waste at designated location

Cont'd.....17/-

Signature of the bidder (s) with stamp

FINANCIAL BID

SI No.	Description	Unit	Quantity	Rate	Amount
1	2	3	4	5	6
1	Provisioning of manpower				
	(a) Supervisors	Each per month	02		
	(b) Cleaning staffs	Each per month	23		
2	Cost of all materials required as per Appendix-B (consisting Table-I & Table-II)	Per year	As per Appendix-B		
3	TOTAL COST				

- Note**
- The rate quoted against S.No.-1 (a) and 1 (b) shall include all expenditure like monthly salary, E.P.F. employer's share, ESI or equivalent, other allowances, any type of taxes including service taxes, etc. and also compliance of tender clause 5.2.2.
 - The rate quoted against S.No.2 of materials required for the work shall also include material cost, transportation cost, operation cost, administrative cost, all taxes including VAT etc. The amount quoted under this description shall be converted to monthly basis for release of running account payment to the contractor during currency of contract, if eligible and claimed by the contractor.
 - The tender shall quote in Col.6 the amount as total cost of items as per Appendix-B at SI.No.2.
 - The Financial Bid shall be free from any conditions. Conditional bid shall be rejected straightway and no representation in this regard shall be entertained.

Signature of the bidder (s) with stamp

Cont'd.....18/-

List of documents to be attached with the Techno-commercial Bid

Sl No.	License Certificate Description	License Certificate No.	Copy of license attached Yes/ No	Remarks
1	Labour license			
2	Income tax certificate/ PAN			
3	Service Tax registration No.			
4	Employee Provident Fund (EPF) Registration			
5	Employee State Insurance Scheme (ESI) Registration			
6	Professional Tax Registration			
7	Latest copy of approved minimum wages act.			

List of similar contracts undertaken in Govt. organizations in the past 03 years.

Sl No.	List of organization	Present status	Cost	Copy of contract attached Yes/ No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Cont'd.....19/-

Signature of the bidder (s) with stamp

**Department of Science & Technology
Admin II (B) Section**

Contractor's details (Mandatory Information)

Supporting documents be annexed with the application form (Applications found deficient in any respect are liable to be rejected without further correspondence)

Sl No.	Description	Information	
01	Name of the Applicant/ Firm		
02	Nationality		
03	Address (attach separate paper for addresses of other offices) Enclose Voter ID/ Electricity Bill/ Landline Telephone Bill or any other authenticate copy of address proof)	Regd. Office	
		Head office	
04	Telephone Numbers	Landline/ Mobile No.	
		Fax No.	
		E-mail address	
05	Other Details (Enclose copies)	PAN Details	
		VAT Registration Number	
06	Constitution of firm	Individual	
		Sole Proprietorship Concern	
		Partnership Firm	
		Public Ltd. Company	
		Private Ltd. Company/ Public Sector Enterprises	
07	Details of Bank account (Enclose copy of front page of pass book & personalized cancelled cheque)	Account No:- Type of account:- Name of Bank:- Name & address of the branch	
08	Is any person working with the applicant a near relative of the official of DST? If yes, give details		

Signature of the bidder (s) with stamp

Cont'd.....20/-

Signature of the bidder (s) with stamp

Sl No.	Description	Information
9.	Earnest Money Deposit (EMD) details	a. Amount in Rs. 50,000/- (Rupees fifty thousand only) b. DD/ BC/ PO No. c. Date of Issue:- d. Name of issuing Bank:- e. Address of the issuing Branch:-
10.	Certificates/ Undertakings	a. I/ we (including all partners) certify that I/ we have carefully read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them. b. I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Departments or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by DST/ Government. c. I/ We agree to the forfeiture of the Earnest Money Deposit if I/ We fail to comply with all or any of the terms & conditions in whole or in part as laid down in the Tender Enquiry Notice No. D-13023/ 1/ 2/ 2014 Admin II (B) Date:-27th Oct.,2014 which would constitute and have force of a contract between me/ us and the Department of Science & Technology, if I/ we am/ are declared a successful bidder. d. I/ we hereby declare the items mentioned in the Schedule to this notice will be used for bonafide/ lawful purposes only as per the guidelines of Department of Environment & Forest, Govt. of NCT Delhi. e. I/ we hereby also certify that, I/ we have signed all the pages of the document with my/ our conscious and no body from this Department influenced/ compelled to do so.

Signature of the bidder (s) with stamp.

TENDER FEE COUPON

TENDER NO.: **D-13023/ 1/ 2/ 2014 Admin II (B)**

Date:-27th Oct., 2014.

TENDER SET NO.:

ISSUED TO

M/s.....

.....

.....

Against request letter No.Dated....., 2014 and

Payment of an amount of Rs.1,000/- (Rupees one thousand only) vide Demand

Draft/Pay Order/Banker's Cheque No.Dated....., 2014 drawn

On

TENDER DOCUMENT ISSUED ON _____.

Signature of the bidder (s) with stamp