

MMTC LIMITED, NEW DELHI
(A Govt.of india Enterprises)

ADMINISTRATION DIVISION

NO. MMTC/ADMN./CT/70/2015-16

Dated : 27.08.2015

TENDER DOCUMENT

NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTC
OFFICE PREMISES,
NEW DELHI

Core- 1, SCOPE Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

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WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTC OFFICE PREMISES, NEW DELHI

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Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

Abstract

5. Following documents are required to be furnished in the TECHNICAL BID complete in all respects.
- i) Certified copy of satisfactory services where the tenderer is providing/provided the services for the last 3(three) years.
 - ii) Proof of valid registration with statutory authorities for work contract tax/VAT, TIN, Service Tax.
 - (iii) Copy of PAN card issued by Income Tax Department
 - iv) Proof of valid registration with Employees Provident Fund (EPF) authority.
 - (v) Proof of valid registration with ESIC authority
 - (vi) Proof of valid License issued by Labour Commissioner for contracting labour under Contract Labour Act.
 - (vii) Self-certified copies of annual turn-over details for the last three years (IT returns,) certified by C.A. signed and sealed by tenderer.
 - (viii) Tender fee in the form of Demand Draft/Pay Order for Rs 500/- (Five Hundred only) is to be enclosed in addition to prescribed EMD of Rs.70,000/- (Seventy thousand only) in favour of MMTc Limited payable at New Delhi.
 - (ix) Undertaking as per Annexure-A(on tenderers letter head)
 - (x) Information about tenderer(Annexure -B)
 - (xi) Arbitration cases pending against the tenderer, if any submit details
 - (xii) Whether black-listed by any clients in the last 5 years, if any. Give details.
 - (xiii) Details of Bank account e.g. Name of Bank, name of branch, type of A/c alongwith copy of cheque leaf. Duly filled in e-payment proforma/format & duly certified by the Bankers to be enclosed (optional).
 - (xiv) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.

S.No.	Particulars	Details
1.	Procurement/downloading of tender document	Upto 14 hrs, 17.09.2015
2.	Tender Fee	Rs.500 (Rupees Five hundred only)
3.	Earnest Deposit Money(EMD)	Rs.70,000/-(Rupees Seventy thousand)
4.	Due date of tender(two bids) submission ; thru e-biding	Upto 1500 hrs, 17.09.2015
5.	Technical bid's [physical & bids] opening date	1100 hrs 18.09.2015
6	Period of contract	One year
7..	Interest free Security Deposit	5% of contract value incl. EMD

NOTICE INVITING TENDER

No. MMTC/ADMN./CT/70/2015-16

Dated : 27.08.2015

To,

M/s.....
.....
.....
.....

Sub: NIT for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

Dear Sir,

MMTC Limited, New Delhi invites you to submit your most competitive offer for the subject work as per the terms and conditions of the tender document given herewith;

- 1) Sealed e-tender in two bid system are invited on behalf of MMTC Limited from Delhi & NCR based EXPERIENCED contractors who have successfully completed annual housekeeping service in Govt. Department/Semi-Govt .Department/ PSU/MNC/reputed offices.
- 2) Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
- 3) **ELIGIBILITY :**
 - a) The agency should have overall turnover of minimum Rs.70.00 lakhs (Rupees Seventy lakhs only) in housekeeping services during the last three years.
 - b) They should have a single completed contract of Rs.30 lakhs (Rupees Thrity lakhs only) in Housekeeping Services in any of the aforesaid three years.
 - c) The agency should have minimum experience of three years in providing housekeeping services in Govt. Department/Semi- Govt. Department/ PSU/MNC/reputed offices.
 - d) In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- 4) Tender Documents may be downloaded from MMTC & Government websites (www.mmtclimited.com & <http://eprocure.gov.in>). The tender fee in the form of Demand Draft/Pay Order for Rs 500/- (Five Hundred only) in addition to prescribed EMD of Rs.70,000/-

(Rupees seventy thousand only) in favour of 'MMTC Limited' payable at 'New Delhi', must be enclosed.

- 5) The signed and sealed TECHNICAL BID portion (for all pages) of the tender documents with prescribed DD/P.O. for both EMD and tender fee in a sealed Envelop bearing the name and address of the bidder, should reach to the office of General Manager (Admn.) at 2nd floor, Core 1, SCOPE Complex, New Delhi on or before 1500 hrs on due date. Please note that the tenders submitted without the requisite amounts like tender fee & EMD shall be rejected.
- 6) TECHNICAL BID shall be opened on schedule date/time in the office of GM(Admn.) in the presence of tenderers who wish to be present on the date of opening.
- 7) The TECHNICAL BIDS shall be scrutinized/ verified by MMTC in terms of tender and subsequently the eligible PRICE BIDS shall be opened, preferably within 15 working days.
- 8) The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the PRICE BID.
- 9) Tenders (technical bid portion) with any additional conditions/deviations by the tenderers, whatsoever, shall be summarily rejected. Corrections, alterations shall disqualify the offer.
- 10) Tenderers are advised to visit office to acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of their tender/ bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderers / contractor has satisfied himself as the information and knowledge required before tendering.

For MMTC Limited.

General Manager(Admn.)
Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

(Letter for submission of tender on tenderer's own letterhead)

No.

Dated:

General Manager(Admn.)
MMTC Limited
Core-1, SCOPE Complex
Lodi Road
NEW DELHI-110003.

Subject: Tender for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

Ref: Tender No. MMTC/ADMN./CT/70/2015-16 Dated 27-08-2015

Dear Sir,

1. That we M/s. _____ is registered under _____ Act with _____ and our Registration No. is _____.

I/we the undersigned certify that I/we have carefully gone through and clearly understood the site conditions, terms and conditions of the tender documents, the work requirements and undertake to comply with them.

2. I/we further undertake to execute and complete the works as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.

3. I/we enclose herewith Tender fee of Rs.500/- (Five Hundred only) and the Earnest Money Deposit (EMD) of Rs.70,000/- (Rupees Seventy Thousand only) by demand draft/pay order Nos.----- --dt-----drawn on -----favouring 'MMTC Limited' and payable at 'New Delhi'.

4. I/we also undertake to comply with all the labour laws/acts/enactments/modifications including minimum wage act etc, and to deposits with Provident Fund authorities and pay ESI contributions for the workers employed by me/ us on regular basis and applicable service tax, etc. I/we will be responsible for proper health of the labourers and injury, if any, caused to the workers while working and for the behavior & conduct of the workers. I/we certify that no criminal/ income tax/ service tax/ black-listing case is pending against my/our firm/company.

5. My/our offer includes component of applicable wages not below statutory limit)to my/our workmen, cost of required tools, Provident Fund, statutory charges, ESI contribution, duties, royalties, octroi/levies, for ID and uniforms, etc. All the statutory payments will be paid by me/us to concerned authorities on due dates whereafter we shall produce proof of such statutory remittances to MMTC and a copy for their record also. I/we understand that the 'service tax' component shall be reimbursed to me/us with monthly bills on actual basis only on production of documentary proof of deposits with concerned authorities for the previous month.

6. My/our offer shall be valid for a period of 60 days from the date of opening of the price bid.

Thanking you.

Yours faithfully,

For M/s. _____
Signature _____
Date _____
Name _____

Address _____

Seal of contractor

INFORMATION ABOUT TENDERER

1. Name of Tenderer
2. Address with telephone/faxNos.
 - (a) Head office
 - (b) Branch Office
3. Telegraphic Address/E-Mail Address
- 4.(a) Is your firm registered under the Indian Partnership Act 1932
If so, give the name & address of the partners alongwith the Registration No.
 - (b) Is your concern a proprietary concern? If so, give Name and Address of the proprietor.
 - (c) Is your concern incorporated under the Companies Act Or any other law in India?
5. Have your concern changed its name at any time?
If so, when and the reasons thereof.
6. Date of commencement of Business
7. Details with registration with statutory authorities for:
 - (i) PF
 - (ii) ESI
 - (iii) Service taxPlease furnish certified copies of Registration and latest returns as filed with their authorities failing which Tender is liable for rejection.
8. Income Tax Assessment Certificate for the last three years.
- 9.. Name & address of Principal Bankers.
10. Details of Places where Housekeeping Services are being provided to Govt. /Public sector undertaking/Educational Institutions/Public Limited co., in the past three years?

Housekeeping job carried out during the last 3 years	Organization	Nature of Job	Value	Area covered	Manpower deployed	Contact Person at such orgn with tel. No.and his designation

--	--	--	--	--	--	--

12. *Details of infrastructure:- Please furnish complete details of various types of machinery/equipment/qualified manpower etc., available justifying your case.

13. Turnover (last 3 years)

2012-2013	2013-2014	2014-2015

Please enclose copy of latest balance sheet and profit and loss Account.

14. .Any other relevant information.

Signature of the tenderer(s)

Name and Designation of authorised person signing the tender on behalf of the tender(s) with Stamp.

Full Name and address of the tenderer(s).

SECTION I

NIT for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

GENERAL INSTRUCTIONS

1. The period of this contract shall be one year starting from the date of work order/ award letter. The same may be extended solely at the discretion of the MMTC subject to satisfactory completion of work during contract period/ extended contract period. The decision of the MMTC shall be final and binding to the contractor in this regard.
2. The duly signed Technical Bid portion alongwith DD/PO of EMD & Tender fee in original are to be submitted before due date and time. If submitted by post, it shall be sent as 'REGISTERED POST ACKNOWLEDGEMENT DUE' and shall be posted with due allowance for any postal delay. The same received after the due date and time is liable to be rejected.
3. The tenderer shall quote the rates in English Language and International numeral. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, Rates mentioned in words shall be treated as valid.
4. **QUOTED RATES:**
 - a. Shall include all applicable wages and allowances, etc. as per minimum wages fixed by Delhi Government to workmen and the supervisors.
 - b. The rates include component of Provident Fund, statutory charges/duties, ESI contribution.
 - c. Service Margin in percentage.
 - d. The quoted prices shall be including all taxes, duties, work contract tax, etc., if any except applicable service tax. TDS and other statutory taxes shall be deducted at source from the monthly bills.
 - e. Shall include all costs of equipments/tools.
5. The Earnest money may be forfeited in the event of:
 - i) If a tenderer withdraws its tender during the period of tenders validity.
 - ii) In the case of successful tenderer, if the tenderer fails to commence the work, as required.
6. The Earnest money of unsuccessful tenderers shall be, save as herein provided, returned within reasonable time without any interest. The EMD of successful Tenderer shall be retained & converted as part of interest free Security deposit, to be refunded after successful completion of the contract.
7. The tenderers must comply with all terms and conditions.
8. Preference will be given to the organization/society which has been formed by SC/ST people having work knowledge and experience in the field and fulfill the terms and conditions of the tender.

9. The successful tenderer shall not sub-let the part of the contract work without written permission of MMTC. The tenderer is fully responsible for all execution satisfactorily as per terms & conditions of the contract awarded to him.
10. If the tenderer is found to give wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if awarded and forfeit the Earnest Money / Security Deposit / any other moneys due.
11. MMTC do not bind itself to accept the lowest or any Tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons whatsoever
12. Any dispute or difference whatsoever arising between the parties out of or relating to the construction , meaning , scope , operation or effect of this contract or the validity or the breach thereof shall be settled through mediation. Disputes shall be referred to Dispute Settlement Committee, of MMTC headed by independent, outside mediator. Parties not arriving to any settlement may opt for Arbitration by sole arbitrator to be nominated by CMD of MMTC who may enter into Arbitration after due nomination and notice of aggrieved party invoking arbitration. The provisions of Arbitration & Conciliation Act – 1996 as amended upto date, shall apply to such arbitration proceedings.
13. The venue of arbitration shall be Delhi.

For MMTC Limited.

General Manager(Admn)
Core- 1, Scope Complex,
7- Institutional Area, Lodi Road,
New Delhi-110003

SECTION II

NIT for annual contract for providing House Keeping Services in MMTC office premises, New Delhi.

SPECIAL TERMS & CONDITIONS

- 1) The agency should be fully equipped with the latest cleaning equipments such as auto-scrubber, wet/dry vacuum cleaner, jet pressure wash. The details of the equipment owned by the agency should be submitted alongwith tender offer.
- 2) The contractor shall ensure the regular supervision and control by the contractor himself or by his supervisor on the personnel deployed by him/her for the works and necessary direction should flow from the contractor/ supervisor to his workforce for undertaking the contractual obligations.
- 3) The Housekeeping services agency shall get the antecedent of its workmen verified and the certificate to that effect should be submitted before their deployment at MMTC office. The agency shall also submit the names, present and permanent residential addresses and two copies of their passport size photographs to MMTC.
- 4) The contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 5) The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
- 6) The tenderer/Contractor shall indemnify MMTC under Labour's Compensation Act, Personal Injuries Act, Insurance Act etc. and or other Industrial Legislation in force from time to time. The contractor shall be responsible for any violation/non compliance of the Labour Laws and MMTC shall stand indemnified against any claim or compensation of whatsoever nature in this regard by the tenderer/contractor.
- 7) In the event of any accident occurring during the course of work, which may result in any mishap, injury to person(s), the responsibility of settlement of their claims, medical treatment etc will fully rest with the contractor and expenditure incurred thereon will be borne entirely by the tenderer/contractor. MMTC shall be totally indemnified of any liability whatsoever.
- 8) The contractor shall be responsible for any injury caused to persons or things (fittings/fixtures/furnishings etc.) any damage caused to any property of MMTC etc, which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.

- 9) **PAYMENT OF WAGES OF LABOUR BY THE CONTRACTOR**: The Contractor shall pay to the Labour engaged by him in connection with work directly wages not less than the minimum fixed by the Delhi Government under Minimum Wage Act, 1946, as amended and shall duly and properly comply with or ensure compliance with all legislation laws, rules or regulations relating to the Employment of Labour. The Contractor shall be liable for any damage or loss caused to the Employer by violation of the provision of this clause. Any violation of this clause also is deemed to be breach of Contract. If the Employer is called upon to make any payment towards wage etc of the Labour employed by the Contractor, the same will be done from the outstanding payment or against pending future bills of the Contractor. The wages will be disbursed to the workers in the presence of nominated official from Admn.Division.
- 10) **PENALTY**: In the event of failure to maintain the housekeeping services on any day as per terms and conditions of this tender in part or in full, the housekeeping service agency shall be liable for payment of damage charges @ Rs.5,000/- besides proportionate deduction which shall be recovered from monthly bills. If MMTC finds the agency is misusing the facilities provided by MMTC for the services for other purposes not covered under the contract , MMTC will be free to levy damages which may extend upto Rs.5,000/- per event. This will be in addition to recoveries on account of short deployment of manpower mentioned in clause (3) Section III.
- 11) **SECURITY DEPOSIT**: 5%(five percent) amount(inclusive adjustment of the EMD) of the contract value shall be retained as Security Deposit from the monthly bills for due and satisfactory performance of the contract and shall be released after completion of contract period. No interest shall be payable by MMTC on the security deposit
- 12) **PAYMENT TERMS**: The contractor shall submit his monthly bills, in triplicates to Administration Division. The Payment shall be released through E-payment after necessary deductions of security, prevalent taxes, cess, etc. duly certified by Caretaking Cell/Admn. Division. The payable amount will be released through e-payment system only in the bank account of the Contractor.
- 13) **COMPLIANCE WITH LABOUR LAWS**: The contractor is responsible for compliance of the points given below:
- a) It shall be the sole liability of the contractor (including the contracting firm/ company) to obtain and to adhere by all necessary licenses/ permissions from the concerned authorities as provided under the provisions of the contract Labour (Regulation & Abolition) Act 1970.
 - b) The contractor shall discharge obligations as provided under various statutory enactments including the employees provident fund and Miscellaneous Provisions Act, 1952., the Employees State Insurance (ESI) Act, 1948, the Contract Labour (R&A) Act, 1970, , Minimum Wages Act, 1948, Payment of Wages Act, 1936, Workman Compensation Act, 1923.
 - c) The contractor shall be responsible for required contributions towards PF, ESI or any other statutory payment shall deposit these amounts on or before the prescribed dates. The contractor shall submit the proof of depositing the employee's and employer's contributions. The contractor shall also be responsible to pay any administrative/ inspection charges thereof, wherever applicable, in respect of the personnel employed by him for the work of MMTC. The contractor shall be solely responsible for the payment of wages and other dues to the personnel deployed by him latest by 7th of the following month in the premises of MMTC in presence of MMTC officials. The contractor

shall be directly responsible and indemnify the company against all charges, dues, claims, etc, arising out of the disputes relating to the dues of personnel deployed by him.

- 14) **INSPECTION OF THE WORK**: The work is subject to inspection at all times by the Admn. Incharge/MMTC. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the terms & conditions, specifications of this tender. The contractor is advised to take the prior approval of all the materials used for this work.
- 15) **TERMINATION OF CONTRACT**: In the event Contractor fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may terminate the contract after giving one month notice in writing to the Contractor. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall deemed to be served on contractor.

For MMTC LIMITED

(A. Rozario)
General Manager (Admn.)

SECTION III

SPECIFICATIONS

1. Cleanliness will be the essence of the contract.
2. The scope of work shall include items given in **Annexure C** and instructions of MMTC. Besides, the contractor is required to undertake any kind of House keeping services which we may require at any point of time in our office premises, etc
3. The following labour shall be deployed by the successful tenderer/contractor daily at site for day-to-day house keeping and other work as per details given below :-

S.No.	Grade	Deployment		Category
		Scope Office	MMTC Colony	
1	Supervisor	2	1	Semi-Skilled
2	Plumber	1	0	-do-
3	Carpenter	1	0	-do-
4	Safairkarmchari	15	4	Un-skilled
	TOTAL	19	5	

4. WORKING HOURS:

- i) The services are required for six days in a week from Monday to Saturday from 8.00 AM to 8.00 PM on each working day(on shift duty)
 - ii) The office timings are 9.30 AM to 5.30 PM.
 - iii) The plumber and carpenter will be in the office for six days in a week where SUNDAY & National Holidays be an off.
 - iv) One lady sweeper will be available in the office from 8.00 AM to 4.00 PM.
5. The contractor shall depute not less than workmen (Including supervisors given above. However, the above number can be increased or decreased at the discretion of MMTC Ltd. based on the requirement.
 6. The contractor shall issue the identity cards and proper uniform to his workmen on his own cost and shall be duly intimating the Office-incharge/Caretaking Cell as and when a new workman is deployed by him for carrying out the house keeping job in our premises. At the time of the execution of the work, the workmen should be in proper uniform and wear Identity Cards.
 7. All the above mentioned worker including supervisor shall make their attendance daily in a register kept by contractor at Caretaking Cell. Further, in case of any absentee, the contractor shall make alternative arrangements to ensure that housekeeping work does not suffer. But, if no alternative arrangement is made by the contractor, a penal recovery for deploying carpenter/plumber shall be @ Rs. 300/- per day per person and penalty for non-deploying sweeper/safai karmachari @ Rs. 280/- per day per worker shall be made from contractor's bill.
 8. In addition to housekeeping services, the contract will provide the labourer in the office as and when required, for which payment will be made at minimum wage rates.
 9. The Contractor shall ensure adequate availability of stock of consumable items given in **Annexure-B** to be utilized in SCOPE office and Record Room office, Medical Room &

Training Centre (during running of training sessions) situated in Housing Colony throughout the Contract period without any extra charges. The inventory may be checked by our caretaker at any time. The consumable items should be of reputed make / brand only.

10. The contractor shall have to make his own arrangement for storage of the material required for the job. However, a room in the basement with intercom telephone connection may be provided to him on rent free basis during the currency of the contract.
11. The staff employed by the Contractor for performance of the contracted jobs, shall be of sound health, be mentally alert and physically fit. The Contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the Contractor without any questioning.
12. The Contractor should submit the printed bill duly signed and sealed pertaining to housekeeping work done during the previous calender month alongwith the original receipt/certified copy for previous month PF contribution deposited with PF Commissioner for allowing payment of his share and also ESIC challan, service tax challan. The contract should submit three set of the above.

For MMTC LIMITED

General Manager (Admn.)

SCOPE OF WORK**SCHEDULE OF ROUTINE HOUSE KEEPING WORK**

(Ground floor to seventh floor at SCOPE Complex, Core-I, New Delhi MMTc Premises, Training Centre & Record rooms at MMTc Colony)

It shall be the responsibility of the contractor to ensure the absolute cleanliness in the entire office premises in SCOPE complex and Record room office, library, medical room & training centre (during running of training sessions) in Housing Colony. The contractor will maintain the premises so hygienic and clean as is required and expected in an organization of international standard. However, we hereunder furnish the work schedule for house keeping which shall be helping in ensuring the absolute house keeping and cleanliness of our premises. Plumber and carpenter will attend day today plumbing work relating to washrooms, pantries, kitchen, etc. and other furniture repair and wooden work respectively not covered under the other contract.

HOUSEKEEPING STAFF**S. No. Works Details****Frequency of Cleaning****1. ROOMS**

1.	Cleaning of the doors	Once in a day
2.	Removal of the Cobwebs	Once in a week
3.	Dusting of the verticals	Once in a week
4.	Cleaning of Electrical Switches	Once in a week
5.	Spot cleaning of the walls	As required
6.	Dusting of Windows	Once in a day
7.	Cleaning of windows	Once in a week
8.	Scrubbing of the skirting	Once in a week
9.	Dusting of other article in the room	Once in a day
10.	Wet mopping of the Floor	As required
11.	Dry mopping of the Floor	As required
12.	Dusting of the Furnitures & Fixtures	Once in a day
13.	Telephone and Computer Cleaning	Once in a day
14.	Fax and Photostat Machine Cleaning	Once in a day
15.	Fax and Photostat Machine Deep Cleaning	Once in a week
16.	Telephone and Computer Deep Cleaning	Once in a week
17.	Trash Removals	As required
18.	Emptying of Dustbins	Twice in a day
19.	Vacuum Cleaning of Carpets	Once in a day
20.	Spotting of Carpet	As required
21.	Cleaning of the Doormat	Once in a day
22.	Electrical Equipment cleaning	Once in a week

2 **TOILETS**

- | | | |
|-----|-------------------------------------|----------------|
| 1. | Cleaning of doors and windows | Once in a day |
| 2. | Scrubbing of the Urinals | Twice in a day |
| 3. | Scrubbing of the sinks | Twice in a day |
| 4. | Washing of Toilet walls and floor | Once in a day |
| 5. | Washing of W/C | Twice in a day |
| 6. | Changing of the Urinal Cubes | As required |
| 7. | Changing of the Odonil cubes | As required |
| 8. | Cleaning of the Doormat | Once in a day |
| 9. | Trash Removals | As required |
| 10. | Refilling of the Soup dispenser | As required |
| 11. | Refilling of the Toilet paper rolls | As required |
| 12. | Refilling of the face tissues | As required |
| 13. | Cleaning of Toilet Fittings | Once in a day |
| 14. | Cleaning of Washbasin | Once in a day |
| 15. | Cleaning of Mirrors | Once in a day |

3. **STAIRS**

- | | | |
|----|-----------------------|---------------------|
| 1. | Wet Mopping of stairs | Twice in a day |
| 2. | (morning/evening) | |
| 3. | Dry Mopping of Stairs | Four times in a day |
| 4. | Scrubbing of Stairs | Once in a day |

4. **PASSAGE AREA**

- | | | |
|----|-----------------------------------|-----------------|
| 1. | Wet Mopping | Twice in a day |
| 2. | Dry Mopping | As required |
| 3. | Scrubbing of front entrance tiles | Twice in a week |
| 4. | Washing of the Floors | As required |

5. **PANTRY**

- | | |
|----------------------|------------------|
| Dusting | Once in a day |
| Wet Mopping | Twice in a day |
| Dry Mopping | Four times a day |
| Washing of the Floor | As required |
| Trash Removal | As required |

SCOPE OF HOUSEKEEPING SERVICES

- Removal of paper, litter, garbage and packing material from all floors/rooms/pantry etc.
- Vacuum cleaning of carpeted floors on a daily basis.
- Dusting of furniture, telephones, etc., firstly with dry cloth and then with Colin/moclean.
- Cleaning and scrubbing of toilets on regular interval/as & when required.
- Cleaning of washbasins, sanitary fittings and toilets floors with dry & wet mops.
- Cleaning of window glasses both sides, frames & air conditioning grills
- Dry & wet mopping of staircases,. Pantry & lobby area.
- Cleaning of planters.
- Cleaning of artificial plants
- Reception, lobbies to be mopped twice/thrice in a shift or as and when required.
- Cleaning of Reception door and main entrance glass door and frames on both sides.
- Dry & wet mopping of main lobby area on regular intervals.
- Dry & wet dusting of glass partitions with glass cleaner.
- Dusting and cleaning of conference tables and chairs.
- Spot cleaning of carpets on regular basis as per prescribed maintenance instructions.
- Cleaning of panel posters, painting, light fittings, furniture & fixtures etc.
- Scrubbing of staircase, lobbies and outside areas.
- Removal of cobwebs.
- Brasso polishing of brass/copper fixtures
- Cleaning of open lawns, foot path area on daily basis – twice a day.
- Cleaning of Glass panes from Outside – Once in a month.
- Cleaning and maintenance of artificial plants.

ANNEXURE-D

LIST OF CONSUMABLE ITEMS(MONTHLY REQUIREMENT)

<u>Sl. No.</u>	<u>Consumable Items</u>	<u>Make / Brand</u>	<u>Qty.(Approx.)</u>
1.	Disinfectant Cleaners (office floors)	Cleanzo	70 Lts.
2.	Disinfectant Cleaners (toilets)	Phenyl/ Trishul / Lizol	100 Lts.
4.	Liquid Hand Wash Soap	Branded / Good Quality	150 Lts.
5.	Toilet Rolls	Wintex / Daffodil	450 Rolls
6.	Room Fresheners (office area)	Branded / Good Quality	8 Dzn..
7.	Air Fresheners (toilets)	Odonil	12 Dzn.
8.	Sanitary / Urinal Cubes	Odoclean / A-One	15 Dzn
9.	Naphthalene Balls	Trishul	10 Kgs.
10.	Toilet Cleaner	Harpic	30 bottles.
11.	Glass Cleaner	Colin	30 Botles
12.	Metal Cleaner	Brasso	4 Lts.
13.	Detergent Powder	Branded / Good Quality	40 Kgs.
14.	Acid	Branded / Good Quality	100 Lts.
15.	Hard Broom	Branded / Good Quality	1 Dzn.
16.	Soft Broom	Branded / Good Quality	1 Dzn.
17.	Plastic Scrubber	Branded / Good Quality	2 Dzn.
19.	Hand Brush	Branded / Good Quality	1 Dzn.
20.	Duster for mopping of Floors	Branded / Good Quality	5 Dzn.
21.	Duster for dusting of Tables	Branded / Good Quality	3 Dzn.
23.	Garbage Bin / Bag	Branded / Good Quality	As required
24.	Floor polish	Branded/Good quality	3 Kgs.

NOTE : The above list is illustrative only and not exhaustive. Consumable items given above will be utilized in SCOPE office and Record Room office, Medical Room & Training Centre(during running of training sessions)in Housing Colony throughout the Contract period without any extra charges.

SIGNATURE _____

Name _____

Name of the Company/Firm _____

Date :

Seal of contractor

WORK: NIT FOR ANNUAL CONTRACT FOR PROVIDING HOUSEKEEPING SERVICE IN MMTc OFFICE PREMISES, NEW DELHI**PRICE BID**

While quoting the rates, the following may kindly be noted:

1. The rates as per minimum wages fixed by Delhi Government as on date, should be inclusive of component of Provident Fund, ESI contribution, statutory charges/duties,.
2. The quoted prices should also be inclusive of all other taxes, duties, work contract tax, if any, **excluding Service Tax**.

(A) HOUSEKEEPING STAFF

S.No.	Description	QTY.	RATE/UNIT (Rs.)	Total Amount (Rs.) Per month
1.	Supervisors	3		
2.	Housekeeping worker	19		
3.	Plumber Carpenter	1 1		
	TOTAL	24		

(in words) Rupees _____
_____ only)

(B) Contractor's Service Charges in percentage over & above (A)

The service charges should not be 0% (not unreasonable) _____
otherwise liable to be disqualified

(C) Consumable cleaning material mentioned including applicable tax**In Annexure - B**

(Monthly Requirements)

Rs. _____

(In words) Rupees _____

_____)

(Signature of the Contractor with Stamp)

Date _____

Place _____