

No. D-31011/03/2015-Ad.II  
**CABINET SECRETARIAT  
RASHTRAPATI BHAVAN**

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New Delhi, the 11<sup>th</sup> February 2015.

To

(THE INTERESTED BIDDER)

**Subject: Invitation to Tender for Mechanized Housekeeping Services for maintenance of complete cleanliness.**

I am directed to invite sealed Tenders for Mechanized Housekeeping Services for maintenance of complete cleanliness of office premises of Cabinet Secretariat located at South East Wing, Rashtrapati Bhavan, Office of Secretary(Security), North Block, O/o Project Monitoring Group, Vigyan Bhawan Annexe and O/o Directorate, Public Grievances, Sardar Patel Bhavan, New Delhi. Interested Companies may send their tender along with a Bid Security Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D.D.O., Cabinet Secretariat, Rashtrapati Bhavan, New Delhi".

2. **The quotations may be submitted in two bids, viz. technical and financial in separate sealed covers.** Technical Bid should contain company profile and authenticated documents to prove the eligibility of all conditions as per **Annexure-IV**. The Financial Bid should contain only the Financial Charges as per **Annexure-V**. Omission of any of the demanded documents may result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily at the terms and conditions of the Cabinet Secretariat as detailed in **Annexure-I**.

3. The interested companies can inspect the premises at any time between 2.00 PM to 5.00 PM on any working day between 16.02.2015 to 25.02.2015 to assess the job requirement quantum of work involved. For the purpose, Shri P.K.Hira, Section Officer (AD-II) may be contacted on telephone Nos. 23015937 & 23015938. After inspection of the premises and going through the terms and conditions, the companies should submit the quotations in separate sealed envelopes. Both sealed covers should be placed in the main sealed envelope super scribed '**Tender for Mechanized Housekeeping Services for maintenance of complete cleanliness job**' and the same should be addressed to "**The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi**" and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, South East Wing, Rashtrapati Bhawan, New Delhi**, latest by **3.00 PM** on **3<sup>rd</sup> March 2015**. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. **No tenders through post / speed post/ registered post or courier will be accepted.**

4. The Tender Committee will open the technical bids at **3.30 PM** on **03.03.2015** in Room No. 9, Cabinet Secretariat, Rashtrapati Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.



5. The companies/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering companies/ bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.

6. This Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.



(Nilratan Das)

Under Secretary to the Govt. of India

Tel:- 2379 3211

Section: 2301-5937/38

- Encl.: (1) Detailed job requirements and terms and conditions. (Annexure-I)  
(2) Minimum Frequency of Cleaning etc. (Annexure-II)  
(3) Minimum requirement of Manpower, Machine & Chemicals etc. (Annexure-III)  
(2) Format of Technical Bid (Annexure-IV).  
(3) Format of Financial Bid (Annexure-V).

Copy to:

1 Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website [www.cabsec.nic.in](http://www.cabsec.nic.in) and a link may also be given to NIC Web-site and [www.tenders.gov.in](http://www.tenders.gov.in).

2. **All Ministries and Departments of Govt. of India** located at New Delhi/Delhi with the request that the companies engaged by them for the purpose may be requested to submit their tenders, if interested.

**JOB REQUIREMENTS AND TERMS AND CONDITIONS**

1. The Company should ensure that the areas occupied by the Cabinet Secretariat, Rashtrapati Bhavan and other premises are to be kept in a perfect state of cleanliness and hygiene at all times to the entire satisfaction of the Officers In-Charge of the Cabinet Secretariat. They should have to ensure the minimum frequency of cleaning of Inside Building, Outer Area and Toilets as specified in **Annexure-II**, failing which a penalty @ Rs. 250/- on each occasion shall be levied and the same would be deducted from the monthly bill.
2. The Company should ensure that good cleaning materials/eco chemicals as specified in **Annexure-III** suited for the cleaning of tiles, floors and stories surfaces and PVC/Linoleum surfaces etc. are to be used. Any damage caused to the property of this Secretariat due to unsuitable cleaning material or due to negligence on the part of the Company's manpower will be heavily penalized. The Company shall not appoint any sub-contractor for the work under any circumstances.
3. The Company shall be responsible for the conduct/integrity of persons deployed and staff should not have any Police records/Criminal cases against them. The Company should do adequate enquiries about the character and antecedents of the staff engaged. The Company will also ensure that persons deployed are medically fit. The Company shall withdraw such employees who are not found suitable by the Secretariat, for any reasons or immediately. The staff engaged should not be below the age of 18 years.
4. The Company shall supply fresh sets of uniform/badges, gumboots to all personnel who shall wear the same while on work and also keep their uniform clean. If any employee is found without uniform a penalty @ ₹100/- per person per day will be levied.
5. Cabinet Secretariat, Rashtrapati Bhavan and other premises are a restricted area where movements and routes are restricted. The Company shall have to apply for passes well in advance for carrying out the work. The Company shall ensure discipline amongst his personnel and restrict their unnecessary movement/assembly in corridors etc.
6. Any dispute regarding working hours and compensation to be paid to the personnel deployed will be the responsibility of the Company and no liability rests with Cabinet Secretariat and no representation will be entertained on this issue by the Cabinet Secretariat. The Company shall be liable for the implementation of Labour Laws and Social Legislation such as EPF, ESI, Workmen Compensation Act, Shop and Establishment Act, Minimum Wages Act, laws related to Women employees etc in respect of staff engaged by them for carrying their business and it is their sole responsibility to comply with the social and labour legislation and to furnish the documents to this Secretariat on demand.
7. **Duration of the Contract:** The Contract will be made with the successful bidder after depositing Performance Security Deposit of 5% of the total contract value per annum. The **contract will be valid for a period of one year** from the date of signing. An extension of the Contract for another 1 year (12 months) on satisfactory performance will be considered with due concurrence and approval of competent authorities. The rates quoted by the bidder are on monthly basis. Payment will be made on monthly basis after satisfactory completion of work. In case the services of the Company are not found satisfactory or Company fails to comply with any terms and conditions, Cabinet Secretariat may terminate the Contract with forfeiture of Performance Security Deposit.
8. **Dispute Settlement:** -In the event of any disputes arising out of the execution of Contract, the matter shall be referred to Director (Admin.) of this Secretariat. Appeal against the decision of Director (Admin.) will lie to the Head of the Department. For judicial adjudication of the disputes, arising out of the contract will be subject to the jurisdiction of the Courts in Delhi only.

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**Minimum Frequency of Cleaning of Inside Building, Outer Area and Toilets located in the premises of Cabinet Secretariat, South East Wing, Rashtrapati Bhavan, and other premises**

**A. Inside Building (Only at Rashtrapati Bhavan)**

S.No	Activity	Method	Frequency
1.	Corridor floor Cleaning	Sweeping/vacuuming if required	5 times a Day
2.	Corridor floor Cleaning	Scrubbing and Drying	Once a Day
3.	Staircase Cleaning	Sweeping & Mopping	2 times a Day
4.	Doors & door handles cleaning	Wet & Dry wiping	Once a Day
5.	Drinking water area cleaning	Wet & Dry wiping and vacuuming	3 times a Day
6.	Lift door cleaning from outside	Wet & dry wiping	Three times a Day
7.	Garbage Collection and disposal	Manual	Continuous
8.	Glass & Glass Partition cleaning	Wet & Drying wiping	Once a Day
9.	Fire extinguishers cleaning	Wet & Dry wiping	Once a Day
10.	All type of furniture	Dusting	daily
11.	Glasses/name plates	Wet & Dry wiping/brasso	Weekly
12.	Telephone & computer	Dusting vacuuming & cleaning	Weekly
13.	Cob webs & doormats	Removal of cob webs & cleaning of door mats	Weekly
14.	Removal of Garbage	At NDMC garbage dump pit	Daily
15.	Electrical switches	Dry cleaning	Weekly
16.	Dome cleaning	Wet & dry cleaning	Monthly
17.	Terrace cleaning	Cleaning	Weekly
18.	Lifting of ash	Manual	Weekly
19.	Polish of brass handles tower bolts / planters tables etc.	Manual	Once/twice a week

\* All the above operations may be carried out as and when required/on complaint basis also

**B. Outer Area (Cabinet Secretariat, Rashtrapati Bhavan only)**

S.No	Activity	Method	Frequency
1.	Paved Corridors Cleaning	Sweeping	Three times a Day
2.	Paved Corridors Cleaning	High pressure Washing	Once a Week
3.	Outside Glass Cleaning	Wet & Dry Wiping	Once a week
4.	Outside walls	High pressure Washing	Once a Week
5.	Parking Area Cleaning	Mechanized Sweeping & Manual	Once a Day
6.	Garbage/Scrap collection & Disposal	Manual	Daily
7.	Outside red stone wall	High pressure & Washing	Weekly

\* All the above operations may be carried out as and when required/on complaint basis also

*[Signature]*

**C. Toilets (Cabinet Secretariat, Rashtrapati Bhavan only)**

S. No	Activity	Method	Frequency
1	Toilet cleaning	Sweeping & mopping	Every 20 minutes and as & when required
2	Sterilization of toilets	Steam Cleaning	weekly
3	Floor Cleaning	Scrubbing & Drying	Every 4 Hour
4	Side Wall cleaning	High pressure jet & wiping	Once a day
5	Doors & Door handles cleaning	Wet & Dry wiping	Once a Day
6	Wash basin & surrounding area cleaning	wiping	Every 4 hour
7	External tap Cleaning	Dry Wiping	Every 4 hour
8	Mirror cleaning	Damp Wiping	Every 4 hour
9	Commodes Cleaning	wiping	Every 2 hour
10	Urinals Cleaning	Wet/Dry cleaning	Every 2 hour
11	Dustbin clearance & cleaning	Wiping & vacuuming	Every 4 hour
12	Hand Drier Machine Cleaning	Wiping & vacuuming	Every 4 hour
13	Exhaust Fan Cleaning	Vacuum cleaning & Wiping	Weekly
14	Tube light Cleaning	Dry Wiping	Weekly
15	Electric board & switches cleaning	Vacuum cleaning & dry dusting	Weekly
16	Spraying of Air Fresheners	Manual	Once a Day

**\* All the above operations may be carried out as and when required/on complaint basis also**

- Routine cleaning works are to be done in the areas occupied by Offices at Sardar Patel Bhavan, North Block and Vigyan Bhawan Annexe.**



**Minimum Manpower deployment and Machinery and recovery rate per day in case of absence and chemicals to be required**

**1. List of Minimum Manpower to be deployed**

S. No.	Designation	Category	Nos.	Recovery rate per day in case of absence
1.	Supervisor	Skilled	2 Nos.	Rs. 500/-
2.	Workers	Unskilled	*21 Nos	Rs. 250/-

{\*Number may vary}

**2. List of Minimum Machine & Equipment requirement**

S.No.	Machine/equipment	Model	Qty.	Recovery rate per day in case of absence
1.	Auto Scrubber cum Dryer/ Heavy single Disk	CA-530	4	Rs. 250/-
2.	Single Disc Scrubber	N-421A	1	Rs. 200/-
3.	Wet & Dry Vacuum Cleaner	WD-225	4	Rs. 100/-
4.	High Pressure Jet	GERNI-225	1	Rs. 150/-
5.	Commercial Vacuum Cleaner	GDN930	1	Rs. 100/-
6.	Johnson Diversey Steam Cleaner		1	Rs. 250/-
7.	Hand Scrubber	Karcher	1	Rs. 250/-

**3. List of Chemicals (environment friendly) required for Housekeeping Work**

**a) M/s. Johnson Diversey**

S.No.	Chemicals Name	Application
1.	R1	Bathroom items
2.	R2	Rooms, offices, items, laminated furniture's PC marbles, granite floor
3.	R3	Glass surfaces
4.	R4 shine UP	Wood polish furniture
5.	Good sense /(R-5)	Room air freshener (spray)
6.	R6	WC urinals
7.	R9	Bathroom cleaner (hard water)
8.	TR101	Carpet shampoo
9.	TR103	Carpet deep cleaning
10.	R 20	Floor stripers
11.	Complete / Tarnova	Kota, Vinyl, Mosaic tiles
12.	Nobile	Marble floor polishing
13.	Spiral	Kota and hard floor
14.	Snapback/Tarnova	Kota vinyl, mosaic tiles
15.	Lineo / Mainson	Wooden polish



OR

b) M/s. ECO Lab Henkel

S.No.	Chemicals Name	Application
1.	The following chemicals should be of oasis Compaq range and these chemicals are to be dispensed through a sleek Oasis Compaq dispenser OC bath room leaner OC Glass Cleaner OC Air Fresh OC Neutral Cleaner OC Counter Act	Bathroom fittings and fixtures Glasses Air fresheners
2.	Sigla	Floor mopping & scrubbing on daily basis
3.	Nettoklar	Marble crystallization on as & when required basis
4.	Sapur Dud	For carpet cleaning
5.	Sapur A&E	carpet spotting
6.	Helios	Stainless steel/chrome shining
7.	Opti	Wooden furniture polish



**Technical Bid**

S.No	Particulars	To be filled in by the tenderer
1.	Name of the Agency (attach copy of registration)	
2.	Details of Bid Security Deposit (i) Amount (ii) Draft No and Date and Issuing Bank	
3.	List of attested copies of latest (i) audited accounts (ii) IT Returns filed (For the last three years)	
4.	List of attested copies of (i) ESI Registration with Code no. (ii) EPF Registration (iii) PAN/TAN Card (iv) Service Tax Registration Number	
5.	<b>A Notarized Affidavit and Undertaking</b> that the Company is having (i) atleast 5 years' experience for providing Automated/Mechanized Housekeeping services in Heritage Buildings of Ministries/Departments under Government of India and (ii) experience in providing Automated/Mechanized Housekeeping services in 5 sensitive/VVIP areas like PMO, IB, MHA, President's Secretariat, Parliament, Supreme Court of India etc. Attested copies of contract letters entered with the Govt. Departments should be attached.	
6.	The Company should have its own trained manpower on their Rolls. <b>A Notarized affidavit and Undertaking</b> that the workers employed would be paid atleast <b>minimum wages</b> (both for skilled and unskilled) as per orders of Govt. of NCT of Delhi and oblige all <b>statutory requirements</b> with respect to <b>ESI, EPF</b> etc., with reference to those workers.	
7.	The proof for Company having valid ISO 9001:2000 certification as Facility Management Services and OHSAS 18001:1999 & SA 8000:2001 Certification as Mechanized Housekeeping Services.	
8.	The proof for Company carrying out atleast one similar work costing not less than Rs. 1.5 Crore for entire contract in VVIP areas mentioned in column 5 of this table.	
9.	Undertaking that the Company should abide with General Terms and Conditions of Cabinet Secretariat shall give a demonstration, if required. <b>A notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.</b>	

\*Only requisite documents are to be attached.

Signature of the authorized signatory  
of the Tenderer with Seal of the Company

Place:-

Date:-





**Financial Bid**

To

The Under Secretary to the Govt. of India,  
Cabinet Secretariat,  
Rashtrapati Bhawan,  
New Delhi-110004.

**Subject: Invitation to Tender for Mechanized Housekeeping Services for maintenance of complete cleanliness.**

Sir,

With reference to your letter No.D-31011/03/2015-Ad-II dated 11<sup>th</sup> February 2015 on the subject-cited above; we quote the rates for above-mentioned service as under:

<b>Sl. No.</b>	<b>Item head</b>	<b>Rate per month in Rs.</b> (inclusive of all charges viz. on man and material, taxes and statutory deductions as applicable)
<b>1</b>	<b>Manpower Charges in detail of Supervisor and Housekeepers</b> illustrating Minimum Wages, EPF, ESI, Bonus etc. statutory and social requirements (orders of NCT of Delhi regarding Minimum Wages shall be implemented)	
<b>2</b>	<b>Equipment Charges in detail</b> (inclusive of all taxes)	
<b>3</b>	<b>Consumable Charges in detail</b> fixed for one year (list out the items)	
<b>4</b>	<b>AMC for Machinery, if any</b> (inclusive of all taxes)	
<b>5</b>	<b>Administrative Expenses in detail</b>	
<b>6</b>	<b>TOTAL CHARGES</b> (inclusive of all applicable taxes and statutory requirements)	

- Separate sheets may be enclosed, if necessary.

**Signature of the authorized signatory  
of the tenderer with seal of the Company**

Place:-

Date:-

