

**COUNCIL FOR ADVANCEMENT OF PEOPLE' S ACTION
AND RURAL TECHNOLOGY (CAPART)**

**(Under the aegis of Ministry of Rural Development,
Government of India)**

India Habitat Centre, Zone-4B, UG Floor,

Lodhi Road, New Delhi – 110003

Phone: 246 42394, Fax- 246 48607

**TENDER NOTICE FOR HIRING OF SERVICE AGENCY-WHO PROVIDES
SECRETARIAL STAFF , SECURITY SERVICES AND HOUSEKEEPING SERVICES**

No. 12-03/2016-AED

The Council has invite sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bid from reputed, registered & licensed agencies, who fulfill the eligibility criteria for providing Secretarial staff, Security and Housekeeping related services at the CAPART Office premises at Zone-IV-B, UG Floor, Zone-5A, 2nd Floor at India Habitat Centre, Lodhi Road, New Delhi – 110 003 and D-58, Janakpuri, New Delhi for a period of one year which would be extendable on the basis of performance & mutual agreement for a further period.

2. The interested agencies should submit separate tenders (Technical as well as Financial) for each service, in case applying for more than one service and the cost of tenders & EMD should be paid separately for each one . The price of tender document is Rs.500/- (Five Hundred Rupees Only) each, which is not refundable and the same shall be paid through demand draft payable to CAPART, New Delhi. The interested bidder may collect the bid documents along with the terms and conditions from the Administrative Division of the Council in person or may download from our website www.capart.nic.in or Central Public Procurement Portal [www. http://eprocure.gov.in/cppp](http://eprocure.gov.in/cppp).

3. The Sealed tender should be dropped in a single envelop (indicating **Separate work on envelop for Technical Bid and Financial Bid & indicate the name separately like Security, Secretarial & Housekeeping**) in the sealed tender box, which is kept at CAPART, Zone-5A, Core –C, 2nd Floor, India Habitat Centre (IHC), Lodhi Road. New Delhi. The last date for submission of tender is **27/06/2016 by 2:00 PM**. Tender shall be opened in presence of such of the bidders or their representative, who may wish to be present. Hypothetical Conditions/ Incomplete bid will not be entertained. Late Bids received after the specified date and time shall not be entertained in any condition. Tender shall be opened on same day at **3:00 PM** at CAPART, Conference Room, Zone 5A, Core – C, 2nd Floor, IHC, Lodhi Road by the Committee and Committee shall be submitted their report within a week after opening of Tender Documents.

4. The Competent Authority of CAPART reserves all the right to amend/withdraw/relax /modify etc. any of the terms and condition contained in the Tender Documents in public interest or reject any or all application (offer) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.


(DIRECTOR)

(AED)



Eligibility Criteria for Technical Evaluation of Bidders for hiring
Housekeeping Service Providing Agency:

1. The agency should be registered under the provision of Contract Labour (Regulation & Abolition) Act, 1970.
2. The agency must have experience of satisfactory completion of job contract of providing of housekeeping services in at least one Government Department/Public Sector Undertaking/Autonomous Body in the last five years. A list of clients and proof of satisfactory services issued by the clients must be attached.
3. The agency should furnish the attested copies of the following documents with technical bid:
 - I. Company's Registration Certificate under Contract Labour (Regulation & Abolition) Act, 1970.
 - II. Copy of PAN No. Card under Income Tax Act
 - III. Copy of Service Tax Registration Number
 - IV. Copy of Valid Registration No. of the Agency/Firm
 - V. Copy of Valid Provident Fund Registration No
 - VI. Copy of valid Employee's Insurance (ESI) Registration No
4. The annual turnover should be at least of one crore during the last financial year i.e. 2014-15.
5. The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) (Refundable) in form of Demand Draft/Pay Order in an acceptable form payable to 'CAPART', New Delhi should be attached with the Technical Bid.

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6. The attested copies of all the documents for serial number (1) to (4) and Earnest Money Deposit of Rs.25,000/- is invariably required to be enclosed with the Technical Bid, failing which tender will be rejected.

Note:

- I. The cost of the Tender Document is Rs.500/- (Rupees Five Hundred only) (non-refundable). Tender documents may be downloaded from the CAPART's website www.capart.nic.in or Central Public Procurement Portal www.http://eprocurement.govt.in/cppp and submit the tender document along with the cost of Rs.500/- in the form of Demand Draft/Pay Order/Banker Cheque in favour of 'CAPART' payable at New Delhi.
- II. Technical Bid along with EMD of Rs.25,000/- (Rupees Twenty Five Thousand Only) should be submitted indicating on the envelop as Technical Bid & Financial Bid separately for Housekeeping Services. No interest shall be paid by the CAPART on EMD amount.
- III. Any suppression of material, facts or discrepancy in this respect will lead to disqualify the tender.
- IV. The Council reserves the right to accept or reject any or all quotations without assigning any reasons thereof.
- V. Last date for submission of tender document complete in all respects along with Earnest Money Deposit (EMD&TENDER Documents Fees) shall be applicable as per the Tender Notice.

 sd/-
Director (AED), CAPART



TENDER DOCUMENT FOR HIRING OF HOUSEKEEPING SERVICES PROVIDING AGENCY

The terms and conditions of the Housekeeping contract will be as follows:

- 1) Selected agency shall be responsible for compliance of various legal/statutory formalities under various Acts/Enactments and any liability arising out of the same on account of Provident Fund Bonus, ESI, EPF and Insurance etc. The contractor will be fully responsible for complying with the applicable provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and Rules framed there under. The housekeeping agency will bear the cost of damages of losses caused on account of negligence/for not following the applicable laws/rules.
- 2) Each attendant/sweeper would be paid wages stipulated by the Delhi Administration under the Minimum Wages Act, latest by 10th of every month and also be covered under various mandatory Acts such as PF, ESI, EPF etc.
- 3) The housekeeping agency must advise its personnel to be very careful and diligent in discharging their duties/functions while doing their jobs as most of the items are very delicate in nature.
- 4) The selected agency would be required to appoint a qualified supervisor to oversee the housekeeping work, who should have professional experience in the area. The housekeeping agency must take prior approval from CAPART in writing before appointing the housekeeping supervisor/attendants.
- 5) All the persons employed by the housekeeping agency should submit their bio-data along with their photographs, phone numbers etc. to CAPART for its record. Any change in personnel should be informed to CAPART in writing without delay.
- 6) The agency should provide uniform to all housekeeping attendants at its own cost.

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- 7) The candidate should be medically fit for employment and the agency shall be responsible for verification of character suitability and antecedents of the candidate so sponsored for employment in the Council.
- 8) Any breakage of items by wilful negligence of housekeeping staff would be deducted from the agency's running bills.
- 9) None of the personnel of the agency should take any office materials without permission from the competent authority.
- 10) The housekeeping agency shall not sub-contract the whole or any part of this contract to any other person or agency.
- 11) As the office premises are new and all the items are highly sophisticated, the agency must pay attention in details while undertaking the job for ensuring proper maintenance and up keep. (Detail of job work is available at Annexure-I)
- 12) While submitting the monthly bill (in duplicate) for payment by CAPART, the housekeeping agency would also certify that all statutory liabilities/payments have been complied with viz PF, ESI, EPF etc. also by giving an undertaking every month that the contribution amount of PF/ESI/EPF has been deposited in their respective account .
- 13) The agency should maintain one attendance register for the staff deployed in CAPART office. The register should be kept in CAPART office premises and should be produced on demand.
- 14) The personnel of the agency would be subject to thorough checking by the security personnel while entering the office premises and also leaving the office premises.
- 15) In case of absenteeism of any worker, the agency will have to provide a substitute at its own cost. The agency should also ensure that the sanctioned strength of Housekeeping Staff should be available.
- 16) During the period of contract no further demand of the agency to increase the contract amount for any reason whatsoever, will not be entertained by CAPART.

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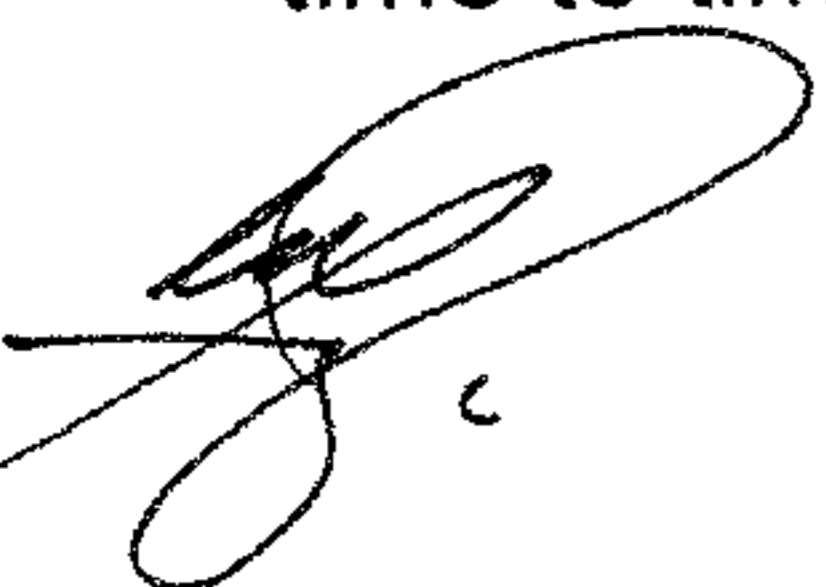
- 17) CAPART will be at liberty to find out credentials of the agency from other office, where the agency has provided/is providing similar services.
- 18) CAPART reserves the right to terminate the contract at any time without assigning any reason thereof.
- 19) All differences or disputes arising out of or in connection with this order shall be referred to the arbitrator to be appointed by the Director General, CAPART whose decision shall be final and binding on both the parties. The venue of arbitration shall be in New Delhi.
- 20) All the cleaning materials are required to be provided in adequate quantity for ensuring high quality of cleanliness of the Council's office premises, storage, space & pantry on monthly basis. The material includes colin, garbage bags, urinal cubes, soap/vim, room refresher, liquid soap, duster, odonil, buckets, mugs, wipers for glass cleaning, muff, broom, baskets, sponge, aid for toilets, phenyl, surf/henko etc.
- 21) The TDS required to be deducted at source at the rate in force from time to time shall be deducted by CAPART from the amounts payable to organizations;
- 22) The contract is valid for a period of one year which can be renewed from time to time after mutually discussions and depending upon future requirements.
- 23) The rates of minimum wages would be paid as fixed by the Deptt. of Labour, Govt. of NCT, for skilled and un-skilled persons as and when the same are revised by the Delhi Administration.
- 24) A separate agreement shall be executed between the parties on the award of the present contract which shall govern by the terms and conditions between the parties.

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Director (AED)

Details of work

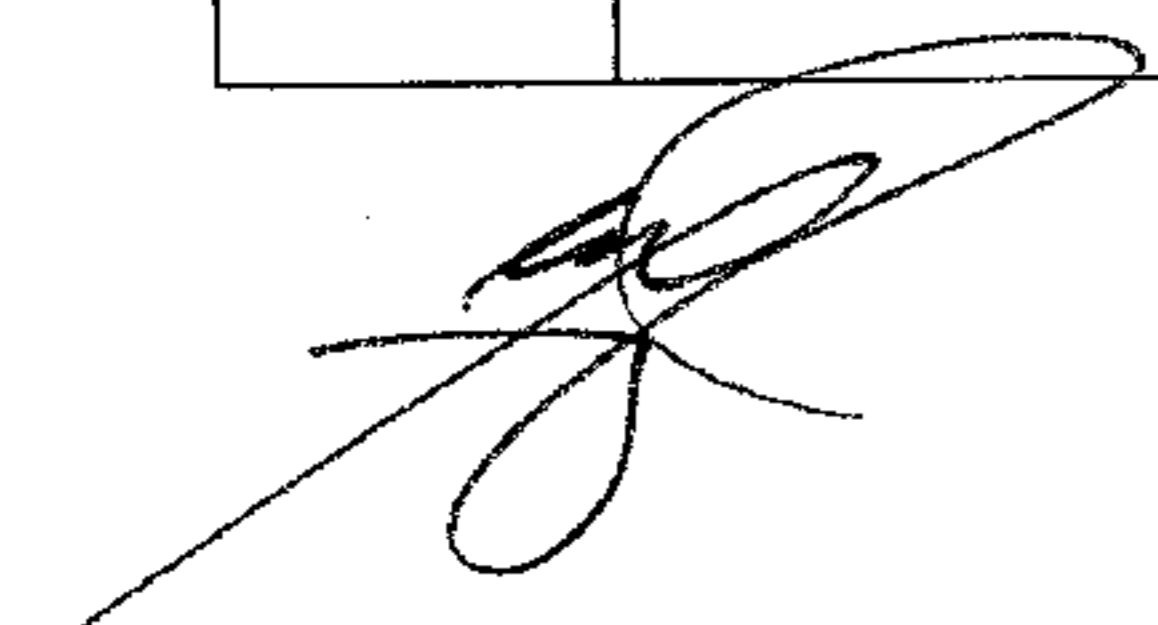
- I. CAPART has a floor of 1023 sq.mtrs. in Zone –VA, 2nd floor, 612, sq.mtr.in Zone IV-B, UG Floor, 150 Sq.mtrs. in Library wing at 2nd floor and 100 sq.mtrs. in the lower basement (P-2) at IHC, New Delhi and covered area 1408 sq.mtr. of office building at Jankpuri, New Delhi. The entire office floor should be cleaned before 9:00 a.m on all working days;
- II. Cleaning up of office corridors/passages every hours up to 5:00 p.m. on all working days;
- III. Cleaning up of table tops/telephones and other office equipments and furniture in the morning on all working days;
- IV. Cleaning up of window panes/ glass doors on all the working days.
- V. Removal of cobwebs;
- VI. Removal of stains from partition walls regularly;
- VII. Maintenance and cleaning up of electrical fittings;
- VIII. Cleaning up of sofa sets etc. using vacuum cleaners once in month;
- IX. Cleaning up of Venetian blinds once in a quarter;
- X. Maintenance and daily cleaning up of one toilet in DG's office on 2nd floor at Zone V-A;
- XI. Thorough cleaning up of entire office on every Saturday;
- XII. Vacuum cleaning up of carpet/wall panels in the conference room fortnightly;
- XIII. Removal of garbage from wastepaper basket and placing it at the disposal points at each floor on daily basis;
- XIV. Minor repairs of office furniture, electricity and other fitting as and when arise;
- XV. Providing housekeeping material such as detergent, brooms, duster, cloth for cleaning etc. on regular basis.
- XVI. Any other work with respect to housekeeping that may be assigned from time to time.



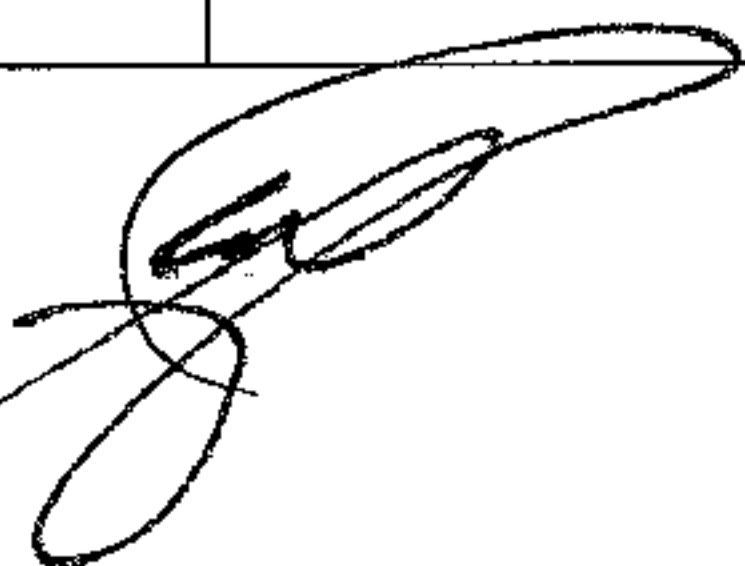
TECHNICAL BID

TECHNICAL BID (DETAILS OF THE AGENCY FOR PROVIDING HOUSEKEEPING SERVICES AT CAPART OFFICES).

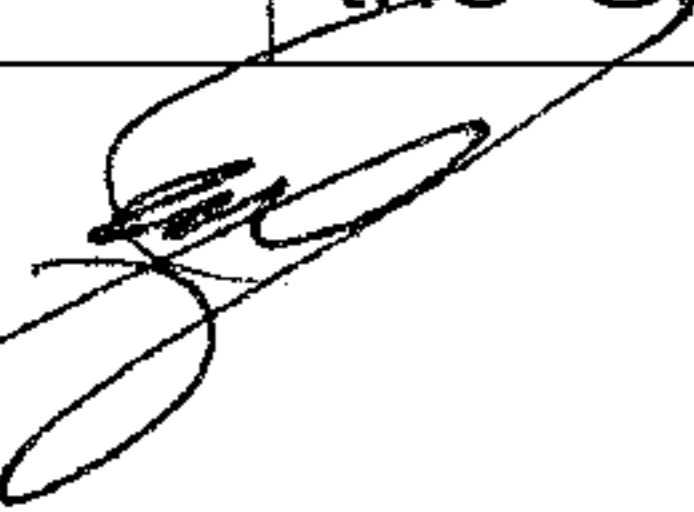
Sr. No.	Particulars	Details	Please indicate Page No. (as a supporting documents)
1	Name of the Firm / Agency		
2.	Name, (Authorized person) Designation , Address Telephone No. (O) Mobile No. Email address.		
3.	Please specify as to whether Bidder is sole proprietor/Partnership firm/Private or Limited Company.		
4.	Latest/ Updated Registration Number of the Firm/ Agency. (Pl. enclose the copy of same).		
5.	Copy of PAN Card issued by the Income Tax Department .		



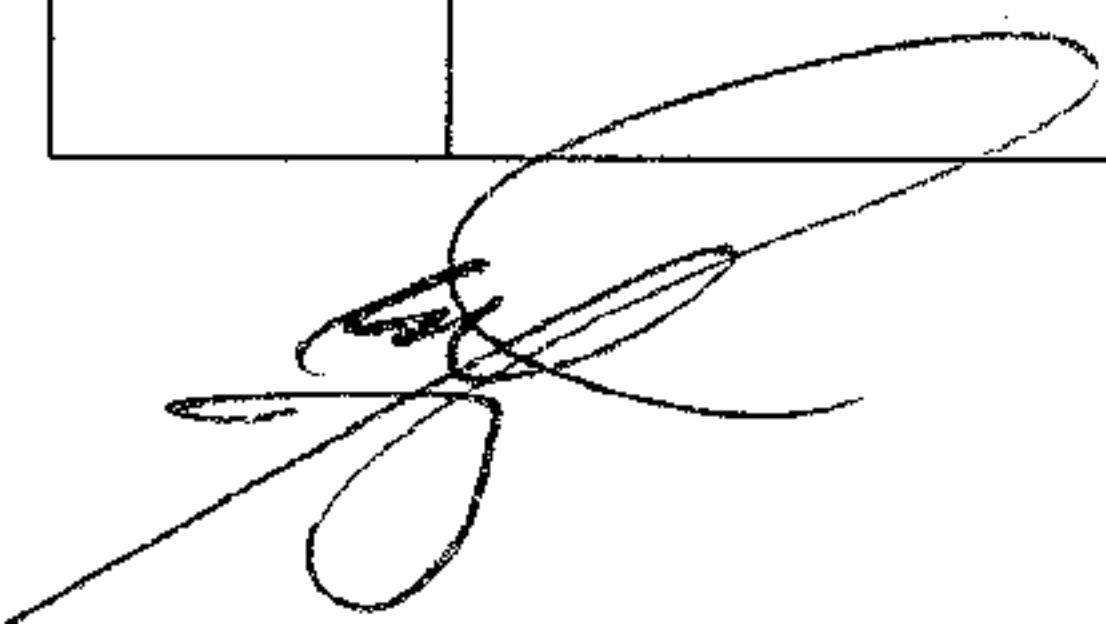
6.	Copy of last three Financial year's Income Tax Return.		
7.	Constitution of the Firm (Please attach copy of the same)		
8.	Service Tax Registration Number (Please attaché copy of the same)		
9.	Does the Agency/ Firm provides statutory benefits to its employees, if yes, pl. furnish the details of the same (i.e Bonus, PF, Gratuity, ESI etc.)		
10.	Copy of Registration Certificate in ESI (Number) along with copies of last two years returns submitted under ESI Act (Employees return) (Please attach Copies of the same)		
11.	Valid Provident Fund Registration Number EPF Act. (Subscriber's return) of last two years. (Please attach copies of same)		
12.	TDS Return of last two years		



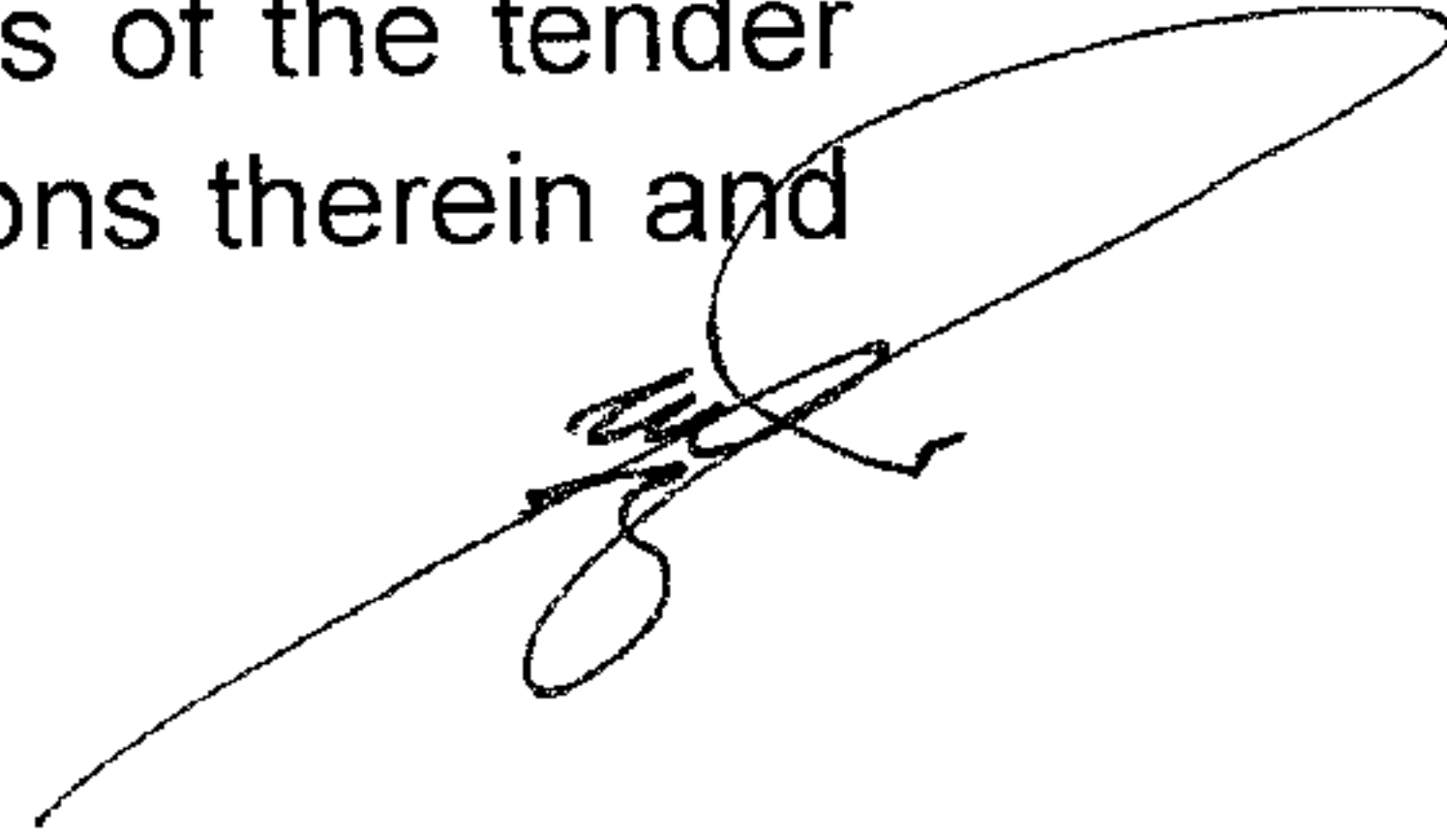
	(Please attach copies of the same)		
13.	License Number under Contract Labour Act, 1970. (Please attach Copy of same)		
14.	<p>Experience details of last five consecutive years for providing similar work.</p> <p>A) Whether agency have experience of satisfactory completion of Job contract of providing of housekeeping services in at least one Govt. Department/Public Sector Undertaking/Autonomous Body in the last five year.</p> <p>(Please enclose supporting documents).</p> <p>B) Name of offices where agency is providing housekeeping services presently .</p> <p>C)Name of offices where similar services were provided in past.</p> <p>(if needed separate sheet may be attached with these references)</p>		
15.	Whether the Agency has been blacklisted by any of the Departments/Organizations of the Government of India/ Govt.		



	of NCT and any criminal case is pending against the said firm/agency. (Format of undertaking is attached herewith).		
16.	Whether Company/ Firm have Rs. one Crore turnover during last financial year. (Pl. enclose supporting document)		
17.	Whether Terms and Conditions of Tender duly accepted.		
18.	Details of EMD (Amount, Issuing Bank with Address , Date of Issue etc.) Validity		
19.	List of References		
20.	Any other information.		



This is to certify that I/We have carefully read the contents of the tender document and fully understood to all the terms and conditions therein and undertake myself/ourselves to abide by the same.

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(Signature of the Bidder)

Name

Address

Company Seal

Mobile No.

Land Line No.



FINANCIAL BID

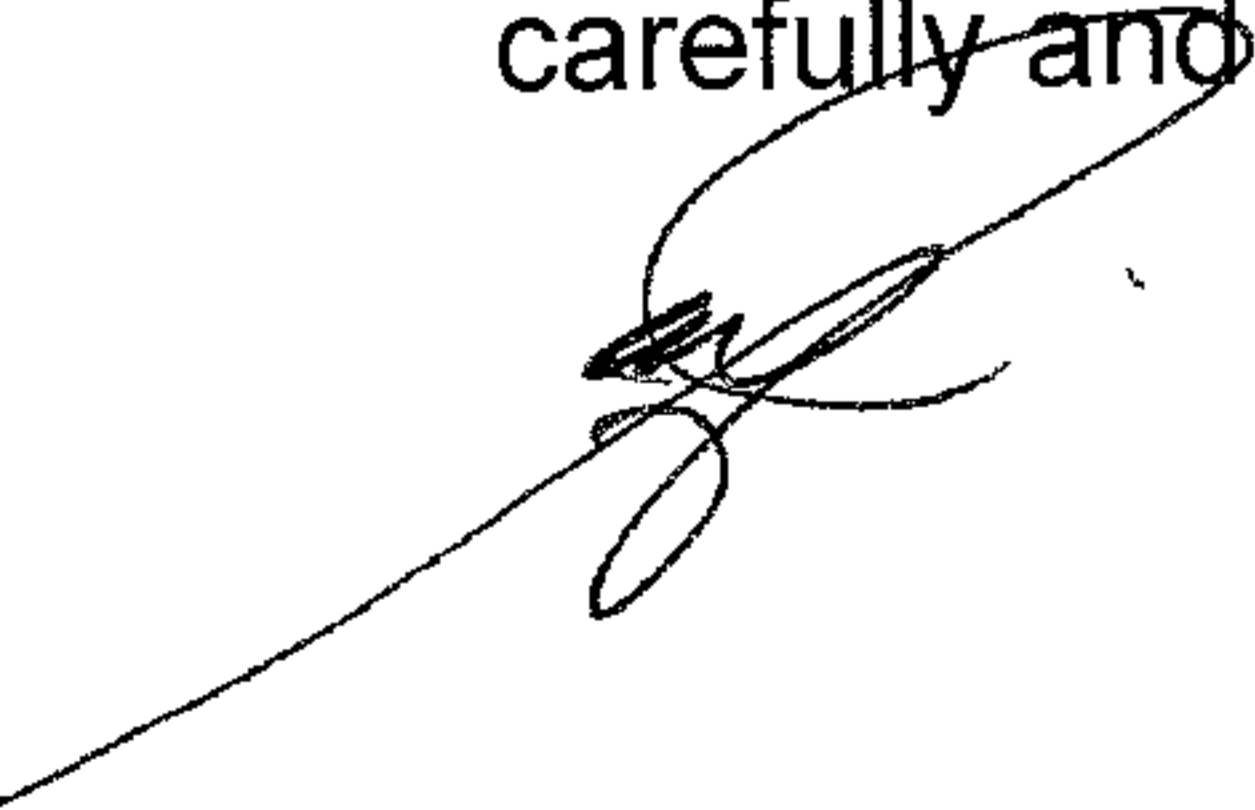
TENDER FOR PROVIDING HOUSEKEEPING SERVICE IN CAPART (TO BE PUT IN A SEPARAT SEALED ENVELOP)

Rates for Housekeeping staff as per Minimum Wags rates of Govt. of NCT, Delhi.

Sr.No	Particulars	<u>Requirements of the Housekeeping Staff</u>	Remarks
1.	Wages per month (Should not be less than the notified by Govt. of NCT, Delhi).	House Keeping Supervisor – One Housekeeping Boys / Staff – Seven Location: Zone V-A, 2 nd Floor/ CAPART Library at IHC –(3 Nos.) Zone IV-B, UG Floor – (2 Nos.) D-58, Janakpuri, New Delhi- (2 Nos.)	
2.	Total- 1.		
3.	Employer Contribution of ESI		
4.	Employer Contribution of EPF		

5.	<p>A) Electrician for 10 days in a month</p> <p>b) Carpenter 07 days in a month</p> <p>c) Plumber 05 days in a month</p> <p>Note: Required on part time basis for which charges should be indicated accordingly.</p>		
6.	Cost of cleaning materials to be required for overall cleaning of CAPART's premises (monthly basis)		
7.	Any other charges		
8.	Agency Charges		
9.	Total		
10.	Service Tax		
11.	Grand Total		

I/ We have gone through all the terms and condition of the quotation documents carefully and agree to abide by them.



(Signature of the Bidder)

Name

Name of Agency/ Bidder

With seal