

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION AND RURAL
TECHNOLOGY(CAPART)
(AN AUTONOMOUS BODY UNDER THE MINISTRY OF RURAL DEVELOPMENT)
Zone VA, Core-C, 2nd Floor, India Habitat Centre,
Lodhi Road, New Delhi-110003.

**TENDER NOTICE FOR SECURITY AND HOUSE KEEPING SERVICES
No.12-18/2009-AED**

Sealed tenders in two bid system i.e. (i) Technical bid and (ii) Financial bids are invited from reputed, registered & licensed agencies who fulfill the eligibility criteria for providing Security and house keeping and related service **separately** at the Council's office premises at Zone IV-B,UG Floor, V-A, 2nd floor,India Habitat Centre, Lodhi Road, New Delhi and D-58,Institutional Area, Pankha Road, Janakpuri, New Delhi for a period of one year which is extendable on the basis of performance & mutual agreement for a further period of two years.

Eligibility Criteria for Technical Evaluation of Bidders:-

- (1) The agency should be registered under the provisions of Contract Labour(Regulation & Abolition)Act, 1970.
- (2) The agency must have experience of satisfactory completion of job contract of providing security and house keeping services in at least one Government Department/Public Sector Undertaking/Autonomous Bodies 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 bids:
 - (i) Company's Registration Certificate under Contract Labour(Regulation & Abolition) Act, 1970.
 - (ii) EPF, ESI and Service Tax Registration Certificate
 - (iii) Company's upto date Balance Sheet for the last one year.
 - (iv) EPF,ESI and Service Tax Challan Certificates for the last one year.
- (4) The annual turnover should be at least of **one Crore** during the last financial year i.e. 2008-2009.
- (5) The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) (Refundable) in shape of Demand Draft/pay order in an acceptable form payable to "CAPART", New Delhi should be attached with the Technical Bid.

The attested copies of all the documents for serial number (1) to 4) and Earnest Money Deposit of Rs.10,000/-is invariably required to be enclosed with the Technical bid; failing which tender will be rejected.

Note:

1. The cost of the Tender Document is Rs.300/- (non-Refundable). Tender document may be obtained from the office of Chief Administrative Officer, CAPART,Zone IV-B, UG Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 by payment of Rs.300/- in the form of Demand Draft/Pay order/Banker cheque in favour of "CAPART" payable at New Delhi or may also be downloaded free of cost from the CAPART's **website www.capart.nic.in** . In case the tender document is downloaded from the CAPART website, then no tender document fee is leveable with the Technical Bids.
2. Technical Bid along with EMD of Rs.10,000/- each should be submitted **separately** for (1) Security and (2) House Keeping related services. The relevant envelop should be superscribed as Technical Bid(Security) **or** Technical Bid (Housekeeping related services).
3. Last date of selling the tender documents is **10th December,2009 upto 1700 hrs.** The tender documents completed in all respects along with Earnest Money Deposit must be submitted by **11th December, 2009 upto 1500 hrs.** The Technical Bids will be opened on the **same day at 1600 hrs.** in the presence of bidders or their authorized representatives, who may like to be present.
4. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the tender.
5. The Council reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Administrative Officer
CAPART

TENDER DOCUMENT

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, 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 or losses caused on account of negligence/for not following the applicable law/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 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/attendance.
5. All the persons employed by the housekeeping agency should submit their bio-data's along with their photographs phone numbers etc. to CAPART for its record. Any change in personnel should be notified to CAPART in writing without delay.

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6. All the housekeeping attendants will wear uniform of colors approved by the Council, to be provided by agency at its own cost.
7. The candidate should be medically fit for employment and the agency shall be responsible for verification of character suitability and attendance of the candidate so sponsored for employment in the Council.
8. Any breakage of items by willful negligence of house keeping 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 un keep.
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 etc.
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.
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.
17. CAPART will be at liberty to find out credentials of the agency from other offices, 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 material are required to be provided in adequate quantity for ensuring high quality of cleanliness of the Council's office premises, storage, space & pantry. The material includes, colin, garbage bags, urinal cubes, soap / vim, room refresher, liquid soap, duster, ordinal, buckets, mugs, vipers for glass cleaning , muff, broom baskets, sponge, aid for toilets, phenyl, surt / 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 organization;
22. The contract is valid for a period of one year which can be renewed from time to time after mutual discussions and depending upon future requirements. Either party can terminate the contract by giving one month notice in writing.
23. The rate of minimum wages may be enhanced 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 the terms and conditions between the parties.

(Manoj Kumar)
Administrative Officer

HOUSE KEEPING AND RELATED SERVICES.

1. CAPART has a floor area of 1023 sq.mtrs. in Zone –VA, 2nd Floor, 612 sq.mtrs. in Zone IV-B, UG Floor, 150 sq.mtrs. in Library wing, 2nd Floor and 100 sq.mtrs. in the lower basement (P-2). The entire office floor should be cleaned before 9.00 a.m. on all working days;
2. Cleaning up of office corridors / passages every hour up to 5.00 p.m. on all working days;
3. Cleaning up of table tops / telephones and other office equipments and other furniture in the morning on all working days;
4. Cleaning up of window panes / glass doors on all working days ;
5. Removal of cobwebs;
6. Removal of stains from partition walls / walls regularly;
7. Cleaning up of sofa sets etc. using vacuum cleaners once a month;
8. Cleaning up of Venetian blinds once a quarter;
- 9.. Maintenance and cleaning up of electrical fittings ;
10. Maintenance and daily cleaning up of one toilet in DG's office on 2nd floor of Zone – VA.
11. Cleaning up of store area in the lower basement including filling units once a fortnight;
12. Thorough cleaning up of entire office on every Saturday ;
13. Vacuum cleaning up of carpets / wall panels in the conference room fortnightly ;
14. Maintenance of pantry including management of tea / coffee dispensing machine and accounts thereof ;

15. Removal of garbage from wastepaper baskets and placing it at the disposal points at each floor on daily basis ;
16. Minor repairs and replacement of office furniture, electricity and other fittings as and when they arise ;
17. Providing housekeeping materials such as detergents, brooms, dusters, cloth for floor cleaning etc.
18. Any other work with respect to housekeeping that may be assigned from time to time ;

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PART – A

1. Name of the Agency
2. (a) Address & Phone No.
3. FAX numbers(s)
4. Total number of people employed by the agency
5. Does the agency provide statutory benefits to its employees, if yes – provide details (i.e. Bonus, CPF, Gratuity, ESI etc.)
6. Experience
 - (a) Names of offices where agency is providing house keeping services with number of persons deployed.

(Attach details on separate sheet along with certificate from these offices)
 - (b) Names of offices where similar services where provided in past (with dates)

7. Other documents

- (a) Latest copy of Registration Certificate
- (b) Latest copy of Registration with PF, ESI etc.
- (c) TDS

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

Signature
Name
Designation

Date:

TENDER DOCUMENTS

1. Name of the Firm :

2. Address :

3. Man Power required for housekeeping including supervisor
(please indicate the wages)

Heads	No.	Wages per month
(a) Supervisor	one	
(b) Housekeeping boy	Seven	
(d) Operator for operating Tea/coffee Dispenser	Two	

* (e) **Electrician 10 days in a month**

* (f) **Carpenter 07 days in a month**

* (g) **Plumber 05 days in a month**

* Required on part time basis, for which charges should be indicated.

4. Cost of cleaning material

5. Service charges

6. If any, applicable

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

Signature
Name
Designation

Date: