

No.D.21014/12/2011-C&G  
Government of India  
Office of the Director General of Civil Aviation  
Opp. Safdarjung Airport, New Delhi-110 003

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Dated, 11<sup>th</sup> October 2011

### TENDER NOTICE

Quotations are invited from interested firms for award of annual contract for sweeping and cleaning of DGCA Office premises, Opposite Safdarjung Airport and at CEO, East Block, No.III, R.K. Puram, New Delhi. Sealed quotations addressed to Shri M.C. Pandey, Deputy Director of Administration, Office of the DGCA, Opp. Safdarjung Airport, New Delhi – 110 003 should reach this office latest by 03.00 p.m. on 24/10/2011. Quotation for the said work may be submitted in two separate sealed covers as under:-

1. First sealed cover superscribed “Technical Bid for sweeping and cleaning of DGCA Office premises” should contain:-
  - (i) Earnest Money Deposit of Rs. 20,000/- in the form of Demand Draft / Pay Order drawn in favour of “PAO, DGCA, Ministry of Civil Aviation, New Delhi”;
  - (ii) Copies of certificates/documents to the effect that the work orders/contracts were executed by them satisfactorily in Government Departments /Public Sector Undertakings/autonomous Organizations/Local Bodies.
  - (iii) Details to be furnished as per annexure-I to the Tender Notice.
  - (iv) Along with Technical Bids a copy of this Tender Notice required to be submitted duly signed on each page of the Tender Notice by the contractor/Authorized person of the firm.
  
2. Second sealed cover superscribed “Financial Bid for sweeping and cleaning of DGCA Premises” should contain:-
  - (i) Rates in the prescribed enclosed proforma (Annexure-II);
  - (ii) Copy of the DD/Pay Order deposited with the technical bid.

Notes:

- (a) The financial bid of only those parties will be opened who will qualify in the technical bid. The date of opening of the financial bid will be intimated to concerned firms separately.
- (b) Quotations not furnished in the prescribed form will not be entertained.
- (c) Interested parties may visit the site physically on any working day before sending their quotations.
- (d) The decision of the tender Committee will be final.

## **TERMS & CONDITIONS OF CONTRACT**

### **1. Scope of Work:**

- a) Cleaning of premises outdoor and indoor (including rooms/walls/sheds/windows/glass frames/ventilators/iron gates etc.) in the buildings situated at Aurobindo Marg Opposite Safdarjung Airport.
- b) Cleaning of the entire road-area, in the campus.
- c) Cleaning of the premises in first floor/Second floor of DGCA office in the East Block-III, R.K. Puram, New Delhi.
- d) Cleaning of the toilets (ladies & gents) in all the above buildings. At least one time cleaning is required to be done by phenyl.

### **2. Operations to be carried out daily:**

- (a) Sweeping of all areas specified above.
- (b) Mopping all areas specified above except areas under 1(b) above.
- (c) Dusting of doors, windows, ventilators and removing of cobwebs.
- (d) Removal of garbage from the office premises to a location designated by NDMC.
- (e) Cleaning of toilets (ladies and gents) thrice in a day to the entire satisfaction of their Officer-in – Charge.
- (f) Filling of liquid soap in containers daily

### **3. Operations to be carried out weekly:**

- a) Scrubbing of floors of corridors by scrubbing machine and staircases manually using brushes with detergent of good quality/liquid soaps, switch boards etc.
- b) Cleaning of glasses of doors, windows and ventilators in the areas specified above by liquid soap/chemical/detergent including handles, knobs, switch boards etc. including removal of cobwebs.
- c) Washing of glazed tiles on walls, urinal pots, WC Pans, sinks, wash basin and all other fittings & fixtures using disinfectant material like Phenyl, vim, detergent powder, acid, liquid soap etc.
- d) Putting of sanitary cubes and naphthalene balls in urinal pots / wash basins and air freshener sticks in containers.
- e) Dusting and cleaning of mirrors, doors, windows and ventilators and removal of cobwebs in the toilets.
- f) Rubbing and polishing on old marble chips on marble stone flooring with superior quality polish.
- g) Cleaning & scrubbing of buckets, mugs etc. once a week in toilets.

### **4. General Requirements :**

- (i) The initial sweeping and mopping of all areas should be completed by 0900 a.m. subsequently by 02.30 p.m.
- (ii) The toilets should be cleaned at least thrice daily by 0800 a.m., 1200 Noon and 0400 p.m.

- (iii) While it will be the responsibility of the contractor to deploy adequate manpower, yet he should make available **at least one supervisor and 16 safaiwala (including one female during office working hours) for DGCA premises and 2 safaiwala for R.K. Puram office.**
- (iv) A penalty @ Rs. 500/- for each missing/absent person shall be recovered from the contractor's bill.
- (v) Payment for full day will be deducted if any of the jobs mentioned above is not completed.
- (vi) The contractors will arrange heavy-duty scrubbing machine with mopper and scrubbing floors which should be done on every Saturday and if necessary on working days after office hours. **He will be required to keep one such machine in DGCA.**
- (vii) It should be ensured that appropriate type of cleaning material suited for the cleaning of tiles, floors and stone surfaces are used. Any damage caused to the property due to substandard cleaning material or due to negligence on the part of contractor's men will be liable to be compensated by the contractor.
- (viii) The contractor will be responsible for the conduct/integrity of his workers and will also be responsible for any act of commission or omission on their part. He will vouch for their character and integrity.
- (ix) The contractor will supply fresh sets of uniform badges, gumboots to all personnel who shall wear the same while on work and also keep their uniforms clean.
- (x) The contractor will not appoint any sub-contractor for the work under any circumstances.
- (xi) Electricity and water will be supplied free of cost but necessary arrangements for lead wire, cable etc. shall be arranged by the contractor at his cost.
- (xii) DGCA premises is a restricted area. The contractor will have to apply for passes for carrying out the work. The contractor will ensure the discipline and restrict unnecessary movements/assembly of their personnel in corridors.
- (xiii) Any dispute regarding working hours and regarding compensation to be paid to the personnel deployed will be the responsibility of the contractor and no representation will be entertained on this issue by this office.
- (xiv) The contractor will be liable for fulfilling requirements as prescribed under labour laws and social legislation such as EPF/ESI, workmen compensation act, shop and establishment act, minimum wages act etc. in respect of staff engaged by him for carrying on his business. The contractor will also reimburse all such contributions, expenses and all other charges/liabilities to which this office may be held liable in respect of staff employed by him by the authority/court competent for this purpose under the provision of any of the laws, social legislation in force as on date or which may be made applicable subsequently.

- (xv) The decision of the care-taker or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.
- (xvi) The payment will be released on monthly basis by cheque after the work for the month has been completed to the satisfaction of the Officer mentioned in the above paras. For release of payment, pre-receipted bill may be submitted at the end of every month alongwith a certificate that payment has been made to all the employees as per minimum wages act. .
- (xvii) The contract will be valid initially for a period one year. In case the contractor fails to comply with any of the terms and conditions of this contract or commits any breach of contract, this office may cancel the contract by giving reasonable opportunity to show cause by giving one month notice. In that case, the security deposit will be forfeited.
- (xviii) The contract can be extended with mutual consent for further period, if the services are found satisfactory.
- (xix) The bidders shall not be at liberty to offer his/ her terms and conditions with regard to the tendered work that means the bidder cannot deviate from the terms and conditions given herein. Otherwise, the tenders are liable to be summarily rejected.
- (xx) The firm should submit satisfactory performance report from at least two Government Departments/PSU and also income tax clearance certificate;
- (xxi) The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
- (xxii) The quotations are to be submitted along with refundable earnest money of Rs.20,000/- (rupees twenty thousands only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "PAO, DGCA, Ministry of Civil Aviation", payable at New Delhi from a nationalized bank. The earnest money will be forfeited if the tenderer retracts from his offer for whatever reasons. Tenders received without earnest money will be summarily rejected. The earnest money in respect of the unsuccessful bidders will be returned within 15 days after award of the contract successful contractor will deposit in the form of Security Deposit Receipt for an amount equivalent to 10% of the contract value of one year for due performance of the contract. No interest shall be payable on the amount of earnest money/security deposit. The security deposit will be refunded without any interest only after expiry of entire contract period on the production of satisfactory certificate from the users.
- (xxiii) The bidder should specifically write that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies.
- (xxiv) The firm has to provide the current address of the working place for verification purpose.
- (xxv) In case of any difficulty / doubt, the undersigned may be contacted in this office on any working day.
- (xxvi) Sealed Tenders will be received up to 24-10-2011 (3.00P.M.) at the Reception Counter of the office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003.

(xxvii) T.D.S. as per rules may be deducted from the payment of the contractor.

(xxviii) Along with Technical Bids a copy of this Tender Notice required to be submitted duly signed on each page of the Tender Notice by the contractor/firm.

The interested parties/firms meeting all above requirements are requested to kindly send their quotations. The Quotations should be submitted in sealed cover. The technical bids and financial bids are to be submitted separately in two separate sealed envelopes and both these envelopes should be placed in a bigger sealed envelope which should be super scribed as "Quotations for cleaning and sweeping work of DGCA premises."

(M.C. PANDEY)  
Deputy Director of Administration  
for Director General of Civil Aviation  
Telephone 011-24635773

**OUTSOURCING OF CLEANING AND SWEEPING JOB****TECHNICAL BIDDING CHECK LIST**

| <b>Sl No.</b> | <b>Parameter</b>  | <b>Yes / No</b> |
|---------------|---|-----------------|
| 1.            | Whether the firm is having experience of at least two years of cleaning and sweeping work in Government/PSU?  |                 |
| 2.            | If yes, latest <b>performance certificates from at least 2 such</b> organizations which have contract not less than Rs. 4 lacs per annum should be attached.                          |                 |
| 3.            | Whether EMD of the required amount in the form of DD is attached?   |                 |
| 4.            | Whether latest Income tax clearance certificate is enclosed.  |                 |
| 5.            | Whether you have checked that no unrelated documents are enclosed.  |                 |
| 6.            | Whether you have read the tender document carefully, if so, a copy of Tender Notice duly signed on each page by the authorized person of the firm submitted along with Technical Bid. |                 |

Signature of the contractor

ANNEXURE-II

**OUTSOURCING OF CLEANING AND SWEEPING JOB**

**FINANCIAL BID**

| Sl. No. | Category   | Rates<br>( in Rupees) |
|---------|--|-----------------------|
| 1.      | Comprehensive rates per month consisting of cost of labour, material, tools/ implements etc. |                       |
| 2.      | Service Tax<br>(Indicate Service Tax Registration Number also)                               |                       |
| 3.      | Total cost per month inclusive of all taxes etc.   |                       |

Signature of the contractor