

No. D. 24011/01/10-NMRF
Government of India
Ministry of Earth Sciences
NCMRWF

**A-50, Sector 62,
Institutional area,
Phase II, Noida-
201307**

Dated: 22nd July,2011

**TENDER FOR PROVIDING HOUSEKEEPING SERVICES, INCLUDING
CLEANING & SWEEPING, WASHING OF LINENS ETC. AT NCMRWF,
NOIDA**

Sealed tenders, in two bid system (Technical & Financial) are invited by the Director, NCMRWF, Ministry of Earth Sciences, A-50 Institutional Area, Phase-II, Sector-62, NOIDA, on behalf of President of India from registered and reputed firms for award of contract for an initial period of one year, extendable for further periods on mutually agreed terms and conditions, for housekeeping services, including cleaning and sweeping, washing of linens etc. at NCMRWF office complex at A-50, Sector-62, NOIDA. The tender documents, duly filled in and complete in all respect should be addressed to the Director, NCMRWF, Noida and dropped in the sealed tender box, which shall be available in the first floor, main entrance, NCMRWF, Noida latest by 2:30 PM on 16.8.2011. The tenders thus received will be opened at 3:00 PM on 16.8.2011 itself. Tenderers, who wish to be present during the tender opening may do so. Tender document can be obtained from the Section Officer, NCMRWF, Noida on any working day between 10:00 AM to 1:00 PM upto 16.08.2011 on payment of Rs. 500/- towards tender cost. Tender cost should be paid in the form of Demand draft drawn in favour of "DDO, MoES" payable at New Delhi. Cash/Cheque shall not be accepted. Alternatively, the tender document can be downloaded from the NCMRWF website www.ncmrwf.gov.in. Demand Draft towards cost of tender should be enclosed alongwith technical bid in case downloaded tender document has been used. The tenderer will also have to deposit Rs. 40,000/- towards EMD in the shape of DD/Pay Order drawn in favour of DDO, MoES, New Delhi alongwith their technical bid.

Director (Admn.)
NCMRWF

**File No. _ No. D. 24011/01/10-NMRF
MINISTRY OF EARTH SCIENCES**

**GOVERNMENT OF INDIA
National Centre For Medium Range Weather Forecasting**

**A-50 Institutional Area,
Phase II, Sector-62,
Noida-201307**

Dated July, 2011

**TENDER DOCUMENT FOR PROVIDING HOUSEKEEPING SERVICES
INCLUDING CLEANING & SWEEPING SERVICES AT NCMRWF OFFICE COMPLEX,
A-50 ,SECTOR 62 NOIDA, DISTT, GAUTAMBUDH NAGAR.**

Full Name and Address of Tenderer:

Telephone

No.

(Land line & Mobile)

<i>Schedule of Date & Time</i>	<i>Time</i>	<i>Date</i>
01. Date of NIT Publication	-----	22.7.2011
02. Sale of Tender forms up till	10AMto1PM	22.7 to 16.8.2011
03. Pre-bid meeting	11:30 hrs	29.7.2011
03. Submission of complete Tender up till	2:30 PM	16.8.2011
04. Opening of Tender on	3:00 PM	16.8.2011
05. D/D No. & date of Rs. 500/- (Tender form fee)		
06. Estimated cost of contract Rs. 20, 00,000/-		
07. Amount of Earnest money Rs. 40,000/-		
08. D\D No. and date of EMD _____		
Issued in favour of DDO, MoES, CGO Complex, New Delhi-110003		

**Director (Admn.)
NCMRWF, NOIDA**

Date: 1.7.2011

1.0 **INSTRUCTION TO BIDDERS**

1.1 Sealed tenders, in two bid system (Technical & Financial) are invited by the Director, NCMRWF, Ministry of Earth Sciences, A-50 Institutional Area, Phase-II, Sector-62, NOIDA, on behalf of President of India from registered and reputed firms for award of contract for an initial period of one year, extendable for further periods on mutually agreed terms and conditions, for housekeeping services, including cleaning and sweeping, washing of linens etc. at NCMRWF office complex at A-50, Sector-62, NOIDA. Tenderers should have requisite experience of providing housekeeping services, including cleaning and sweeping, washing of linens etc. in a Ministry/Department/PSU/Autonomous body of Central Govt. and turnover of atleast Rs. 6,00,000/- each during the last three years ending 31.3.2011.

Name of Work/Services	Estimate Cost of Work/Services	Earnest Money
Housekeeping services including cleaning and sweeping, washing of linens etc.	Rs. 20 lakhs	Rs. 40,000/-

1.2 **Issue of Tender Form:** Tender form can be obtained from Section Officer NCMRWF, Noida on payment of Rs. 500/-(Rupees five hundred only) in the form of Bank Draft drawn in favour of "DDO, Ministry of Earth Sciences", payable at New Delhi, on all working days, from 22.7.2011 to 16.8.2011 between 10:00-13:00 hours. Alternatively, the tender document can be downloaded from the website: <http://www.ncmrwf.gov.in/tender> and payment towards cost of the tender i.e. Rs. 500/- in the form of Demand Draft, drawn in favour of DDO, Ministry of Earth Sciences shall have to be submitted alongwith technical bid.

1.3 **EARNEST MONEY:** EMD will be deposited by bidder in form of demand draft drawn in favour of DDO, Ministry of Earth Sciences, payable at New Delhi and will be enclosed with technical bid. The EMD should be valid for a period of 3 months beyond the due date for opening of tender.

1.4 **SUBMISSION & OPENING OF TENDERS:** The sealed tender in two bids system (Technical and financial bids) will be submitted to Director, NCMRWF, A-50, Institutional Area, Phase II, Sector-62, NOIDA by 2:30 PM of date 16.8.2011 and will be opened on same day at 3:00 PM in the presence of bidders or their authorized representatives who wish to be present at their own cost. The tender in sealed cover in two bid system, technical and financial, addressed to the Director, National Centre For Medium Range Weather Forecasting A-50, Institutional Area Phase II, Sector-62, NOIDA should be dropped in the tender box kept in the premises of NCMRF, Noida up to sharp 14:30 hrs. of 16.8.2011. The Technical bid, alongwith EMD and cost of tender (in case downloaded tender document has been used) should be placed in one sealed cover and superscribed as "Technical Bid" and Financial bid should be placed in another sealed cover superscribed "Financial bid". Both the covers should be placed in a bigger sealed envelope which should be superscribed as "Quotation for providing Housekeeping services, including cleaning and sweeping , washing of linens etc., at NCMRWF, Noida". No Tender shall be accepted after the due date and time. It is clarified that the Tenders submitted by Post/ Courier shall be at the risk of the Tenderer as regards delay in delivery, etc.

1.5 **Pre-bid Meeting:** Pre-bid meeting with the prospective bidders shall be held on 29.7.2011 at 11:30 hrs. in the Conference Room of NCMRWF, 1st Floor, A-50, Institutional Area, Phase-II, Sector-62, Noida.

2.0 **CONDITIONS OF CONTRACT**

2.1 The Earnest Money Deposit of the unsuccessful bidders shall be returned as soon as the tendering process is completed. The EMD of the successful bidder shall be returned on submission of performance security deposit equal to 5% of the total contract value. The performance security deposit shall be deposited in the form of Bank Guarantee/ Term Deposit Receipts. The performance security should be valid for a period of 60 days beyond the expiry of the period of the contract.

2.2 The tenderer shall have minimum average annual turnover of Rs. 6,00,000/- (Rs. six lakh) per annum for the preceding three financial years ending on 31st March, 2010 in providing Housekeeping Services;

2.3 The Tenderer must submit complete details in the prescribed form specified in Annexure –3 of this document

2.4 The tender shall be accompanied by the documents mentioned in checklist specified in Annexure-1 of this document and the tenderer should make the paging of the documents and fill up the appropriate page number in Annexure-2 of this document.

2.5 A tenderer without the qualifications as mentioned at 1 above and a tender without any of the documents mentioned at 3 above, shall be rejected. Tenders incomplete in any form are liable to be rejected outrightly.

2.6 A tender is liable to be rejected if the tender is not accompanied by the EMD of Rs.40,000/- in the manner as stated above.

2.7 Selection of a firm for the award of the contract will be made solely on the basis of lowest rates quoted by a tenderer, subject to technical qualification.

2.8 Every paper of the tender should be signed by the Tenderer with duly affixing the seal of Agency/Firm/ Company.

2.9 In case any person signing the tender/agreement on behalf of Limited Company or Firm, he/she will produce letter of authority/ resolution passed by the company/ firm empowering him to sign the tender/ agreement/ contract on behalf of the company or firm.

2.10 In the first instance, the technical Bids shall be opened and after evaluation of Technical Bids, the Financial Bids of only those tenderers shall be opened, who have qualified the Technical Bids and have fulfilled all the required terms and conditions of the tender document. Date and time for opening of financial bids of the bidders who qualify technically, shall be intimated separately after finalization of technical bids. The Financial Bids of qualified tenderers will be considered for deciding the L1 and award of contract. The L-1 bidder shall be

worked out on the basis of overall consolidated total amount quoted for each item in the financial bid.

2.11 National Centre for Medium Range Weather Forecasting, Ministry of Earth Sciences will have full authority to reject any/ all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

2.12 The quotations, once submitted, shall not be withdrawn by the tenderer before or after award of the contract. In case of such withdrawal, the EMD of the tenderer shall be forfeited.

2.12 Performance Evaluation:-

(i) The performance evaluation of the Sanitation Services shall be carried out by NCMRWF(MoES) regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the Department). The agency shall submit daily action plans/ reports to the department.

(ii) NCMRWF shall rate the quality/ performance of housekeeping agency/ tenderer and the tenderer/ agency is obliged to perform to the entire satisfaction of the department.

(iii) The floor wise (including open area) rating for the following activities/ work (indicative list only) will be evaluated.

(a) General cleanliness of walls and ceilings.

(b) General cleanliness of toilets.

(c) General cleanliness of Window glasses

(d) General cleanliness of furniture/ sofa/ curtains

(e) General cleanliness of WC/Urinals

(f) General cleanliness of doors/ windows

(g) General cleanliness of workstations, tablespots, and office equipments.

(h) General cleaning of almirah and racks.

(i) General cleaning of partition and racks.

(j) Cleaning of Planters.

(k) Maintenance of corridors.

(l) Maintenance of open spaces.

(m) Sweeping/Mopping of Floors.

(n) Disinfecting and deodorizing of toilets.

(o) Any other activity/work identified specified by the department from time to time as per requirement.

2.13 NCMRWF(MoES) reserves the right to satisfy itself about the quality of the Housekeeping services provided by the tenderer. In the event the agency does not achieve the level of satisfactory performance. the tenderer/ agency is liable to be penalized by deduction in his payment between 5% and 50% depending upon the level and duration of the continued dissatisfaction. The decision of the Department will be final in this regard.

2.14 NCMRWF(MoES) shall not provide any residential accommodation to the Housekeeping personnel employed by the agency. No cooking or lodging shall be allowed in the building for the staff engaged by the contracting agency.

2.15 NCMRWF(MoES) will be under no obligation to provide employment to any of the employees of the Housekeeping agency during or after expiry of tender/agreement/contract period and the Department/Government recognizes no Employer/employee relationship between NCMRWF(MoES) and the Housekeeping functionaries as per this tender.

2.16 Attendance report of all the staff deployed at NCMRWF shall be given to Incharge, Care taking Branch of NCMRWF, as and when asked for.

2.17 All staff shall wear proper uniforms (To be provided by Service Provider) as approved by the NCMRWF both for summer and winter seasons and shall wear/display ID card at all times, while on duty.

2.18 No manpower other than those on duty shall be allowed to stay in the premises during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common wares in the building.

2.19 All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the Government by way of default, interest and penalty. The Agency shall undertake to furnish all the detail as and when asked for by NCMRWF. The agency will also maintain the relevant records of all payment made by the agency and will produce to the satisfaction of the Department immediately when asked for.

2.20 Before taking up the contact the Agency will give details of the employees to NCMRWF who shall work in the premises of NCMRWF, Noida. Any change will be informed to Caretaking department of NCMRWF immediately.

2.21 The Agency shall be responsible for the conduct/behavior and integrity of his personnel and will also be responsible for any act of omission or commission on their part.

2.22 Any damage caused to the property of the Government due to negligence on the part of Agency's personnel will be liable to be recovered from the agency.

2.23 The agency will be responsible for supply of the garbage bags, for collecting garbage from core and common areas of NCMRWF, Noida and disposal outside at the sites designated by civic authorities for this purpose. The material so collected may be screened/ checked by the Security Personnel of NCMRWF.

2.24 The Security Deposit/performance security will be refunded only after successful completion of the contract. No interest however, shall be paid. The

contract may be cancelled/ terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.

2.25 In case of non-compliance of terms and conditions of contract as detailed above, the contract will be terminated and performance security will be forfeited.

2.26 The Incharge(care taking), NCMRWF will have right to ask for disbursement of the salary in his presence as per Minimum Wage Act.

2.27 The contract can be terminated by the Government with one-month notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the Department will be final and binding on the Agency.

2.28 Failure by the service provider to comply with any of the statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender in the Ministry/NCMRWF.

2.29 In case the agency wants to terminate the tender/ contract/agreement, it shall have to give three months notice in advance to this effect to the NCMRWF.

2.30. NCMRWF(MoES) shall not be responsible financially or otherwise for any injury to the housekeeping personnel in the course of performing the Housekeeping functions, in the office complex and outside.

2.31 If any damage/theft is caused to the assets/property/ office equipment by housekeeping personnel and/or supervisor of the agency or otherwise then the contracting agency shall bear the cost of repair or replacement of damages as the case may be.

2.32 Any person who is in Government Service or an employee of the NCMRWF/ department should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.

2.33 The contracting agency shall not engage any sub contractor or transfer the tender to any other person/firm/agency in any manner.

2.34 Any other appropriate provisions as advised by the Department/ Government shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.

2.35 That the successful tenderer shall, take immediate steps to get a license under Contract Labour Act in force under the Government of Uttar Pradesh.

2.36 The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract agreement with NCMRWF(MoES) as per the terms and conditions of the tender

within one month from the issue of letter of acceptance or whenever called upon to do so by NCMRWF, whichever is earlier.

2.37 The agency shall have to provide any additional personnel for allocating any additional housekeeping duty as directed by the Department or any authorized officer and agency shall not claim any extra payment on this account.

2.38 Any act on the part of the tenderer to influence any officer /official in NCMRWF/MoES is liable to rejection of the tender.

2.39 The tenderer will provide the safai karamcharies whose age shall be between 18 to 40 years.

2.40 Quotations/ Tenders must be unconditional.

2.41 The Department shall have the right to ask for removal of any person of agency, who is not found to be competent and orderly in discharge of his duty.

2.42 **ARBITRATION** : In the event of any dispute or difference relating to the interpretation and application of the provisions of the contract, such dispute or difference shall be referred by either party to the Arbitration of one of the Arbitrators in the Ministry of Earth Sciences to be nominated by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorised by the Law Secretary, whose decision shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.”

3.0 **SCHEDULE OF REQUIREMENTS**

3.1 The periodicity with which the job is to be carried out at the site is broadly divided into four categories namely (a) Twice a day (b) Weekly (c) Fortnightly (d) Monthly as specified below;

(a) **JOBS TO BE CARRIED OUT TWICE IN A DAY ARE AS UNDER:-**

- ❖ General cleaning (sweeping, mopping, dusting and any other connected work) of the office rooms, open office halls, conference room (Halls), Library, reception, corridors, stores, stairs, Air Handling Unit area, space for water coolers & toilets, parking areas.
- ❖ Removal of garbage from dustbins in plastic bags (bags to be provided by the contractor), Replacing old plastic bags with new plastic bags. (Carrying of garbage in trolley with high quality rubber wheels. Sufficient numbers of trolleys will be provided by the contractor for the purpose. No. garbage will be left in the site over night.

- ❖ Removal of waste papers, packing material and any other garbage from the entire premises including the staircases, open area etc., after obtaining clearance from the Admin branch of NCMRWF.
- ❖ Cleaning of workstations, table tops, chairs, almirahs, frames, panels, railings, glasses and cabin partitions with approved cleaning material. All cleaning materials, including dusters shall be provided by the contractor.
- ❖ Stain removal treatment of entire premises including stairs, area of office cabins, halls, conference halls, stores, reception, toilets etc. and stain removing of the furniture and equipments.
- ❖ Air- freshener spray in conference room (Halls), officer's rooms and lifts once in a day and also on requirement basis as directed by the department.
- ❖ Cleaning and dusting of computers, Keyboards, terminals, printers, Photostat machines, filing cabinets, telephones, fax, telex and typewriters, electric fans and any other articles lying on the Site.
- ❖ Restocking of toiletries in toilets after intensive daily checking in the morning and at intervals of two hours thereafter, cleaning and scrubbing of toilets, WC's , urinals Wash basins, floor area of toilets and cleaning and wet dusting/ wiping of mirrors, frames etc. in toilet with approved material, refilling liquid soap dispensers (on daily basis in Public toilets and on requirement basis in Officers toilets), re-filling of toilet rolls/tissue papers etc.
- ❖ Cleaning and dusting of plants, paintings, posters, notice boards etc.
- ❖ Removal of bird droppings and other dirt's on the inner walls or on the foot of door , ventilators etc. as and when required.
- ❖ The biodegradable and non-biodegradable waste shall be segregated and disposed of by the contracting agency on day to day basis and required numbers of dustbins will have to be provided by the Agency. The agency should follow the government guidelines / Act in this regard.
- ❖ The above mentioned work form (a) to (k) are to be carried out on twice a day and also on requirement basis as directed by department.
- ❖ All consumables, dustbins, cleaning materials, dusters, toiletries, room freshners etc. shall be provided by the contracting agency.

(b) DETAILS OF JOBS TO BE CARRIED OUT WEEKLY ARE AS UNDER:

- ❖ Machine and Hand scrubbing and thorough cleaning/washings of the entire floor area by using approved cleaning material and dry/wet mopping .
- ❖ Dusting of walls, roofs etc. from top downward and removal of cobweb.
- ❖ Polishing of brass/ copper fixtures.
- ❖ Cleaning of windowpanes and partition door.
- ❖ Cleaning of drinking water coolers area, dust bins buckets etc. with detergents.
- ❖ Weekly cleaning and dusting of Venetian blinds and brushing of upholstered chairs and sofas.

- ❖ Vacuum cleaning of carpeted areas, if any.
- ❖ Removal of poster, banners and hoardings inside and outside office covered in the tender.
- ❖ Washing of towels

(c) DETAILS OF JOBS TO BE CARRIED OUT FORTNIGHTLY ARE AS UNDER:

- ❖ Vacuum cleaning of upholstery of sofas and other upholstered chairs and A.C. grills.
- ❖ Cleaning of nameplates and paintings with glass top.

(d) DETAILS OF JOBS TO BE CARRIED OUT MONTHLY ARE AS UNDER:

- ❖ Cleaning of floors by shifting and moving furniture's such as sofa, almirahs, table and chairs, etc.
- ❖ General cleaning/dusting of panels, posters, paintings, light fittings, fans, tube lights and electrical fittings,
- ❖ Polishing of floor area, cleaning of sanitary/water supply fixtures, wall tiles and etc.
- ❖ Removal of cobwebs in back/hidden areas in places like electrical substations, U.P.S room, A.H.U s etc.
- ❖ Removal of weeds form corners, crevices in terraces and etc.
- ❖ Cleaning of window glass panes.
- ❖ Cleaning of all water logging in open areas, including swimming pool etc.
- ❖ Washing of curtains (once in three months)

(e) In addition to the above, the bedsheets, pillowcovers of the Guest House of NCMRWF are required to be washed on usage basis. The quilts are also required to be dry-cleaned on actual usage basis.

3.2 Working hours will be form 8:00 AM to 5:00 PM (from Monday to Saturday). The extensive house keeping work has to be generally done before Saturdays.. The periodic works are to be carried out on Saturdays and/or on holidays and the Department shall make no extra payment to the Agency for working at odd hours.

3.3 Sweeping mopping, dusting, cleaning and all other allied works have to be completed before 9:00AM on all working days. In case the work is not completed before 9:00 AM on any working day, the same shall not be considered for payment for that particular day and prorata deduction will be made for that day and damages of Rs. 1000/- per day for such delay shall also be imposed on the Contractor and will be recovered form the Contractor bills. Some activities such as garbage removal etc. shall be completed in the evening after office hours on day to day basis. No spillover of the above work for the next day shall be permitted under any circumstances.

3.4 The cleaning of toilets (including fixtures such as WC's, urinals, washbasins etc.) lobby, Corridors and other areas shall be done continuously and regularly during office hours(at the regular interval of every two hours or less, as per requirement usage and instruction given by the Department form during office hours and beyond).

4.0 **SPECIFICATIONS AND ALLIED TECHNICAL DETAILS**

4.1 AREAS TO BE COVERED UNDER THE CONTRACT

The following areas of ground floor, first floor and Second Floor will be covered under cleaning and maintenance of services.

The details of the area covered under this scope of work are as under:

Ground Floor	---4750 Sq. Meter
First Floor	---3650 Sq.Meter
Second Floor	---2300 Sq.Meter
Total	---10700Sq. Meter*

(* In this area, approximately 700Sq. Meter is included in r/o Toilets whose total number is 19 and the area of Guest House within the premises).

4.2 LABOUR AND MATERIALS TO BE PROVIDED BY THE AGENCY

- ❖ Labour: Adequate manpower (15 labourers and 1 supervisor) will be deployed by the Agency for the job.
- ❖ Material and equipments
 - The Caretaking Unit of NCMRWF shall approve the samples for the consumables, well in advance. The service provider should use best quality or brand (Annexure-4).
 - The indicative list of Tools and cleaning equipment to be deployed by the agency are as under:-
 - (i) 4 wheeled Trolley. (for garbage removal)
 - (ii)4- legged stools Industrial or balanced ladders:-
 - (iii)Industrial Vacuum cleaners/
 - (iv)Heavy duty Scrubbing machine
 - (v)High Power Jet Machine
 - (vi)Heavy duty polishing machine with pads
 - (vii)Mops/swabs:
 - (vii)Feather brushes
 - (viii)Upholstering brushes
 - (ix)Brooms
 - (x)Scrubbing brushes.(hand)
 - (xi)Squeezes18”24”etc.
 - (xii)Glass squeezes
 - (xiii)W/C brush
 - (xiv)Buckets

- (xv) Long handled cobweb brushes
- (xvi) Metal dust pans
- (xvii) Nylon scrubbers
- (xviii) Dusters.

- ❖ The Agency shall be liable to pay damages of Rs.1000/- (Rupees one thousand only) per day in case the machinery / equipment are not available and remains out of order for more than three days.
- ❖ The Agency shall make arrangements to refill the sanitary cubes, deodorizer, and other consumable like Air Fresheners, Phenyl. Toilet roll, tissue box and liquid soap for hand wash in all the toilets including attached with an Officer/meeting room(s) and the cost of consumables and cleaning materials will be borne by the contracting agency.
- ❖ Agency shall arrange to spray air fresheners in officer's rooms/ meeting room(s), on daily basis and whenever required. The cost of the spray will be borne by the agency.
- ❖ All materials to be used for cleaning and other consumables shall be in conformity with the specifications/ brand/ make of government approved standards (as mentioned in Annexure-4)
- ❖ The work to be carried out by the agency shall also include arranging of vacuum-cleaners, scrubbing and polishing machines and equipments which are required to be used during execution of the work. All the machineries used should be appropriate for the surfaces existing on the site and in no way damage the surface/fixtures/ fittings/ furniture beyond normal wear and tear. In case the agency or its employee damages the surface/ fixtures/ fittings/ furniture, the Department will be well within its right to recover the cost of restoring the damaged area and /or impose a penalty on the agency. The decision of NCMRWF/MoES will be final and binding on the agency.

5.0 **PRICE SCHEDULE**

5.1 The tenderer should quote the rate and amount tendered on monthly rate basis in Rupees in following format (Annexure-5):

- (a) Sweeping, washing, scrubbing, swabbing etc. in covered area including cleaning of latrines, bathrooms. Urinals, mirrors, and other articles contained therein.
- (b) Sweeping in covered area
- (c) Sweeping in open area like corridors, parking space, cubicle, etc.

5.2 The rate should be quoted in figures and as well as in words. The rate and amount of tender should be inclusive of all applicable charges in accordance with the provision of minimum wages Act, as applicable in Noida/UP and other statutory provision like provident funds Act, ESI, Bonus, gratuity, Administrative Charges, etc. but exclusive of service Tax , payable extra, as applicable from time to time.

5.3 The tenderer should take care that the details, rate and amount should be written in such a way that interpolation is not possible. No overwriting in the

Financial Bid will be allowed and no blanks should be left, such type of tender is liable to be rejected.

5.4 The rates quoted shall be valid for a period of tender/ contract/agreement including the extended period (if any);

5.5 The financial bid should have the stamp of the firm or company and signed by the tendered on every page.

5.6 Bill payment will be done by NCMRWF in normal circumstances, within thirty days from the date of submission of the bill in respect of undisputed bills. Along with the bill the firm will have to enclose work satisfactory report, attendance sheet on each occasion duly signed by the care taking officer of NCMRWF. The agency while preferring the bill for payment will have to certify that the wages (as per Minimum wage act and other Statutory Liabilities) of the employees deployed on site, for the month for which the bill pertains have been disbursed. The wage disbursement will be done in the presence of Authorized representative of Director (Admn). NCMRWF, who will accordingly verify the bill.

5.7 .Wherever any over payment comes to the notice of NCMRWF, the same shall be deducted by the Ministry from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that under any other tender/contract/agreement with MoES/NCMRWF or from the performance security of the tenderer.

5.8 NCMRWF(MoES) reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. NCMRWF(MoES) further reserves the right to enforce recovery of any overpayment whenever detected.

5.9 If as a result of such audit and technical examination, any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the Department from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.

5.10 If any underpayment is discovered, the amount shall be duly paid to the agency by the department/government as and when pointed out and justified after due verification.

5.11 Bill shall be submitted at the end of each month (in triplicate) along with certificates for satisfactory performance from the user sections/ officers of NCMRWF in support of having performed the job of cleaning and sweeping satisfactorily. This certificate will be counter signed by the Officer-in charge of Care taking Branch in NCMRWF, Noida. Payment towards washing and drycleaning shall be made on actual basis, duly certified about the numbers by the concerned officer of NCMRWF.

5.12 TDS and other taxes as applicable will be deducted from each bill.

CONTRACT AGREEMENT NO. _____

This Agreement made on _____ between National Centre for Medium Range Weather Forecasting (NCMRWF), A-50, Institutional Area, Phase-II, Sector-62, Noida under Ministry of Earth Sciences through its authorized signatory _____ (which expression shall include its administrators, successors, executors) on the one part and M/s _____ (hereinafter referred to as contractor) which expression shall include its administrators, successors, executors and permitted assigns on the other part.

Whereas, NCMRWF is desirous of getting the work of providing Housekeeping Services, including cleaning, sweeping and washing of linens at NCMRWF, Noida as mentioned in detailed document and has invited tenders for this work as per tender document sold for this purpose. And whereas _____ had participated in the above referred bidding vide their proposal dated ____ and NCMRWF accepted their aforesaid proposal and awarded the work to M/s _____ vide its award letter No. _____ NCMRWF dated _____ and the documents referred to therein which have been accepted by M/s _____, resulting into a contract.

NOW THEREFORE THIS DEED WITNESSETH AS UNDER

NCMRWF has awarded contract to M/s _____ herein after on the Terms and Conditions contained in acceptance letter dated _____ and the documents to therein. The award has been taken with effect as per the aforesaid award letter w.e.f. _____. The terms and expressions used in this agreement shall have the meanings as are assigned to them in the Contract Documents. Name of Documents...

1. Award letter dated _____
2. Set of tender documents sold and quoted in by the contractor with their covering letter

The above contract documents are serially numbered from ___ to ___ and are initialed by both the parties through their representatives.

All the aforesaid contract documents shall form an integral part of this agreement. The contract shall be performed by the contractor strictly and faithfully in accordance with the terms of the agreement. Any modification of the agreement shall be effected only by a written instrument signed by the authorized representatives of both the parties.

It is specifically agreed by and between the parties that all the differences or disputes arising out of the agreement or touching the subject matter of the agreement shall be decided by process of settlement & arbitration as per provision of the Indian Arbitration Act as laid down under Col. 4.24 above.

Notice of default given by either party to the other party under the agreement shall be in writing and shall be deemed to have been duly and properly served

upon the party hereto if delivered against acknowledgement duly addressed to the signatories at the addresses mentioned herein above. This is a maintenance & operation contract, which includes supply of skilled and unskilled manpower as per the conditions of the contract.

IN WITNESS HEREOF the Parties through their authorized representatives have executed these present (execution whereof has been approved by the component authorities of both the parties) on day, month and year first mentioned in Noida, UP

For and on behalf of M/s _____	For and on behalf of National Centre for Medium Range Weather Forecasting, Ministry of Earth Sciences, A-50, Institutional Area, Phase-II, Sector-62, NOIDA
Witness	
Witness	

**OTHER STANDARD FORMS, IF ANY, TO BE UTILIZED BY THE
PURCHASER AND THE BIDDER**

ANNEXURE-1

CHECK LIST

A. following documents shall be placed in an envelope and it should be wax sealed and super-scribed, as “Technical Bid” (Packet-I)”.

1. Duly completed tender form.
2. Earnest Money Deposit (Demand Draft/Pay order of Rs.40,000/- (Rupees Forty Thousand Only) in favour of DDO, MoES.
3. Notice Inviting Tender.
4. Terms and Conditions of the Tender
5. Demand Draft/Pay Order for Rs.500/- (Rupees five hundred only in favour of DDO, MoES as cost of the tender document, if the same was downloaded from website.
6. Registration No. of the Firm (under Shops & Establishment Act) or registration No. of the company (under Companies Act,1956), as applicable (attach self attested copy of Certificate).
7. PAN Card of Firm/ Company (attach self attested copy of PAN Card).
8. Provident Fund Account No. of Firm/ Company (attach attested copy of certificate).
9. ESI No. of Firm/ Company (attach self attested copy of certificate).
10. The details of the Turnover of the firm, in the form of balance sheet (duly audited/CA certified etc.)
11. The details of the turnover for the year last three years ending 31.3.2011 should be verified by submitting the copy of Income Tax Returns of respective financial years.
12. Details of work executed by the tenderer.
13. Copies of Work Order(S) issued by Tenderer’s clients.
14. Performance certificate (self attested copies) issued by the clients to the tender, (which should have minimum rating of satisfactory). should be signed by client’s authorized signatory and it should also be further signed by tenderer along with the seal of the firm/ agency.

B. Financial Bid as specified in Annexure-5 must be submitted in separate wax sealed envelope and it should be superscribed as “Financial Bid” (Packet II).

C Both wax sealed envelopes (Technical Bid and Financial Bid) may be placed in a single large envelope superscribed as “Tender for Housekeeping Services, including cleaning & sweeping, washing of linens etc. in NCMRWF”, and it should also be wax sealed.

Signature of the Tenderer
With seal of the Firm/Company

ENCLOSURE LIST

(Fill the page nos., where the documents mentioned are placed)

1. Duly completed tender form at Page No._____
2. Earnest Money Deposit (Demand Draft/ Pay Order of Rs.40,000/- in favor of DDO, MoES) at Page No._____.
3. Notice Inviting Tender at Page No._____
4. Terms and Conditions of the Tender page No._____
5. Demand Draft/Pay Order for Rs.500/- in favor of DDO MoES, as cost of the tender document, if the same was downloaded from website at page No._____
6. Registration No. of the Firm/Company (SINo.6 of check list)- attested copy placed at page_____
7. PAN card of Firm/Company (SI.No.7 of check list) attested copy placed at page_____
8. Provident Fund Account No. of Firm/Company (SI.No.8 of check list) attested copy placed at Page_____
9. ESI No. of Firm/Company (SI.No.9 of check list) attested copy at Page No._____
10. Details of Turnover of the Firm/company ,as required , Also attach the Income Tax Return to prove the turnover claimed for the proceeding three financial years . (SI No.10&11 of check list) placed from Page No. _____to Page_____.
11. Details of work executed by the tender (SI No. 12 of check list)- placed at Page_____.
12. Copies of Work Order issued by Tenderers clients. (In support of having executed work (SI No.13 of check list) attested copy placed from Page No. _____to_____
13. Attested copies performance certificate issued by the clients of the tenderer, for three years (SI. No.14 of check list) copies placed from Page No. _____to Page_____
14. Financial Bid. Page No._____

(Signature of the Tenderer)
With Name & Seal

Place:_____

Date:_____

NATIONAL CENTRE FOR MEDIUM RANGE WEATHER FORECASTING

Quotations for providing Housekeeping services, including cleaning & sweeping, washing of linens etc. at NCMRWF, Noida.

TECHNICAL BID FORMAT

Sl.No.	Particulars	
1.	Name of the Firm	
2.	Complete Address	
3.	Contact person with designation	
4.	Telephone Number & other contact details	Office _____ Shop _____ Residence _____ FAX _____ E-mail _____
5.	Date of Establishment of Firm	
6.	PAN No. (self attested copy to be enclosed)	
7.	EPF Code No. (Self attested copy to be enclosed)	
8.	ESI No (self attested copy to be enclosed)	
9.	Service Tax No. (self attested copy to be enclosed)	
10.	Registration certificate from Labour Department (self attested copy to be enclosed)	
11.	Audited statement of accounts for the last 3 years ending 31.3.2011	
11.	Experience criteria: a) Three similar completed works costing not less than 8,00,000/- each as on 31.3.2011; OR b) Two similar completed works costing not less than 10,00,000/- each as on 31.3.2011; OR c) One similar completed work costing not less than Rs. 16,00,000/- as on 31.3.2011 (self attested duly work completion certificate to be enclosed)	
12.	Earnest Money Deposit of Rs. 40,000/-	EMD vide No. _____ Dated _____ Amt _____ Bank _____

I/We the undersigned being the tenderer as mentioned above, hereby apply to the Government for providing Housekeeping Services at NCMRWF as described above in accordance with the terms and conditions of the tender. I/We have read and understand the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Tender)
With Seal of the Firm/Company)

Place: _____

Date: _____

ANNEXURE-4

Sl.No	Work	Name of the Brand
1.	Cleaning agents of standard company for WC's, urinal pots etc.	Phenyle Gaida, Trishul etc.
2.	Detergents of Standard company for cleaning, wash basin, sinks, refrigerator, linens and other items	Surf, Ariel etc.
3.	Liquid Shop of Standard company for scrubbing of floors & wall	Dettol ,Lifebuoy, Homocol etc.
4.	Anti- bacterial disinfectants of standard company for cleaning toilets, bathroom, kitchen and pantries	Cleanizo Lizol, etc.
5.	Glass cleaning liquid of standard company	Colin
6.	Deodorizer of a standard company	Odonil
7.	Air fresheners/Aerosols (eco friendly) of standard company	Premium, Fresco
8.	Urinal Cubes (Standard Company)	Odonil

FINANCIAL BID
FOR
HOUSE KEEPING SERVICES AT NCMRWF

Sl.No	Scope of work	Total Area (Sq. Mtrs)	Rate per Sq. Meter per month (including material cost)	Total amount for one Month
1	Sweeping, washing, scrubbing, swabbing etc. in covered area including cleaning of latrines, bathrooms, urinals, mirrors, dressing tables and other articles containing therein.	6250	Rs. _____	Rs. _____
2	Only sweeping in covered area	2025	Rs. _____	Rs. _____
3.	Only Sweeping in open area like corridors, cubicle, etc.	2425	Rs. _____	Rs. _____
4.	Washing of towels		--	Rs. _____ each
5.	Washing of bedsheet		--	Rs. _____ each
6.	Washing of pillowcover		--	Rs. _____ each
7.	Washing of curtains		--	Rs. _____ each
8.	Drycleaning of quilts		--	Rs. _____ each

I/We _____ on behalf of M/s. _____ hereby undertake to carry out entire housekeeping work as specified in this tender on above mentioned rates. These rates are inclusive of all applicable charges with Service Tax extra as applicable from time to time and including consumables and machines mentioned in annexure-4 and annexure-5 respectively. For this work we will provide requisite manpower to complete the work as per terms & conditions. The Charges for collection, segregation and disposal of garbage, delivery after washing/drycleaning of linens are included in above mentioned rates.

Signature of the Tenderer
With Seal of the Firm