

**The National Small Industries Corporation Ltd.  
"NSIC Bhawan", Okhla industrial Estate  
New Delhi – 110 020**

**NOTICE INVITING TENDER**

Sealed tenders are invited by National Small Industries Corporation Ltd, New Delhi-20 from experienced and eligible agencies for providing House Keeping Services under two bid system i.e (i) Technical Bid and (ii) Price Bid. The broad scope of work will be as defined below:-

**“Providing House Keeping Services in Head office Building (NSIC Bhawan), STP Building, Exhibition Hall including open areas adjoining the buildings at the NSIC Complex, Okhla Indl. Estate, New Delhi-20.”**

- i) Blank Tender document can be obtained from our office at the address given below from 22.02.2011 to 10.03.2011 on all working days from 1000hrs to 1700hrs on cash payment of Rs.1000/- (Non- refundable).
- ii) **Pre-bid meeting** of the prospective bidders will be held on **08.03.2011 at 3.00 p.m.** in the room of Chief Manager (Admn.)
- iii) The tender form may be down loaded from website [www.nsic.co.in](http://www.nsic.co.in) ,however in such a case, Rs.1000/- per tender has to be deposited in cash or DD drawn on National Small Industries Corporation Limited, New Delhi to become eligible to submit the same.
- iv) Sealed envelop must be super scribed with **“Tender for providing services of House Keeping at NSIC Bhawan, STP Building, New Delhi.”**
- v) The Sealed Tender i.e. Technical Bid and Price Bid (separately), should reach this office latest by 10.03.2011 up to 3.00PM

**Chief Manager (Admn)  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110 020**

- vi) Technical Bids will be opened on 10.03.2011 at 4.00p.m. in the presence of the representatives of tenderers who choose to be present.
- vi) Price bids of technically qualified bidders will be opened on 11.03.2011 at 3.00 p.m.
- vii) Tenders not complying with the Minimum Wages Act, EPF, ESI and Taxes, as admissible and material price along with the supported price list ( if so reqd. ), and not accompanied with the prescribed Earnest Money Deposit will be summarily rejected.

**Chief Manager (ADMN)**

**NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
**“NSIC BHAWAN”**  
**Okhla industrial estate**  
**New Delhi -110 020**

**Tender Document**

**For**

**Providing House Keeping Services in NSIC Head Office Building  
including campus & Display Centre at the NSIC Bhawan, Okhla Industrial  
Estate, New Delhi-110 020**

**Tender Sl. No.:** \_\_\_\_\_

**Tender issued to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pre-Bid Meeting : 08.03.2011 (At 03.00 P.M.)**  
**Last date of receipt of tender: 10.03.2011 (Latest by 03.00 p.m.)**  
**Date of opening of tender :**  
**Technical Bid : 10.03.2011 (At 03.00 p.m.)**  
**Price Bid : 11.03.2011 (At 03.00 p.m.)**

**Tender Issued by:**

**(M.P. SINGH)**  
**Chief manager(Admn)**

**The National Small Industries Corporation Ltd.  
"NSIC Bhawan",  
Okhla industrial Estate  
New Delhi – 110 020**

No: SIC/ADMN/55(2)/2010-11

Dated: .....

M/s.-----  
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**Sub:- Tender for House keeping in NSIC, New Delhi**

Sir,

We are pleased to invite tenders for the above mentioned work proposed to be awarded to the most competitive and technically qualified bidder. The nature of agreement, terms and conditions of the offer are enclosed herewith for your kind perusal and information.

NSIC being a responsible corporate citizen will insist on strict compliance of statutory obligations and demand proof towards deposit of ESI and PF contributions to the appropriate authorities and adherence to the provisions of various Labour Laws as applicable from time to time.

The offer should be accompanied in two sealed envelopes separately containing Technical Bid and Price Bid. The envelopes should be clearly super scribed with the type of Bid and also "**Tender for providing services of House Keeping at NSIC Bhawan, STP Building, New Delhi**". The envelopes must be addressed to:

**Chief Manager (Admn)  
NSIC Bhawan,  
Okhla Industrial Estate,  
New Delhi-110 020**

The tender should reach us at the above address on or before **10.03.2011 up to 3.00 p.m.** in sealed envelop as above.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

**For & on behalf of NSIC  
Chief Manager (Admn.)**

**THE NATIONAL SMALL INDUSTRIES CORPORATION Ltd.,  
( A GOVERNMENT OF INDIA ENTERPRISE )  
N.S.I.C. BHAWAN, OKHLA INDUSTRIAL ESTATE  
NEW DELHI –110020.**

Ref. SIC/ADMN/55(2)/2010-11

Dated: .....

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**CHIEF MANAGER(ADMN)  
ISSUING AUTHORITY**

SIGNATURE OF CONTRACTOR  
Seal & Address with Tel. No./Fax No.

## **INSTRUCTIONS TO TENDERERS FOR PROVIDING HOUSE-KEEPING SERVICES TO NSIC NEW DELHI**

- 1) All prospective bidders with **minimum five years experience in providing the Housekeeping Services** may submit their tender in separate sealed envelopes in two bids i.e. technical bid & price bid addressed to Chief Manager (Administration), NSIC Ltd., Okhla Industrial Estate, New Delhi-110020 on or before 10.03.2011 up to 3.00 p.m..
- 2) The tenders shall be accompanied with a DD/Pay Order for Rs. 5000.00 (Rupees five thousand only) drawn in the favour of NSIC Ltd., New Delhi being the earnest money deposit for the above mentioned job. The successful tenderer shall deposit security deposit of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of Bank Guarantee from any Nationalized Bank which shall only be released after three months from the date of the completion of the contract. The earnest money/security deposit shall be interest free. EMD will be refunded after receipt of Security deposit.
- 3) The DD/PO towards Earnest Money deposit should be submitted in a separate cover marked **“EMD”**. **Date of issue of DD/PO should not be before the date of publishing of tender notice**. Tenders received without EMD or relevant documents for meeting eligibility requirements will not be considered for opening of price bid. Price bids of those bidders, whose bids meet the eligibility criteria as per clause No. 1 will only be opened.
- 4) The earnest money deposit (EMD) of the unsuccessful tenderers shall be refunded after the contract has been awarded without any interest thereon.
- 5) The tenders shall be valid for a period of 120 days from the date of its opening.
- 6) The interested parties are advised to inspect the premises and assess the scope/quantum of work involved before submitting their offer. Clarifications, if any, may be obtained by contacting the office of the undersigned during office hours on working days. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.
- 7) Price-Bids shall be opened only when the Technical Bid is found to be technically qualified & other relevant documents.
- 8) Interested parties are requested to quote their **most competitive rates** (as per the format Specified in **Schedule ‘E’**) which should include the wages of the workmen as per the provisions of the Minimum Wages Act, ESI, EPF and other related regulations.
- 9) In case the quoted cost of the material is less than Rs. 25,000/- p.m., the same should be supported with the price-list of the items from **Kendriya Bhandar, NCCF** store or the authorized dealer etc.
- 10) Service Tax will be mentioned separately.
- 11) The Scope of work shall be as per **Schedule ‘A’** and the services to be provided under this contract shall be as per **Schedule ‘B’**.
- 12) Successful tenderer will have to execute an agreement on Non-Judicial Stamp Paper of appropriate value before the commencement of work.
- 13) Initially, the contractor shall deposit materials (as per the list enclosed) equal to two months’ requirement in NSIC store and later on will replenish the quantity equal to one month’s requirement on the first working day of every month. Contractor or his representative will get the material issued from the store for next day’s requirement before the close of the previous day on the basis of the requisition slip.
- 14) The contractor should use only **‘branded’** items as provided in **Schedule ‘C’** or as approved by the administration division.
- 15) Technical & Price Bids shall have to be submitted in the Format as per **Schedule ‘D’** and **Schedule ‘E’** respectively.
- 17) In case, it is felt by the Officer In-charge or designated officer that any workman or Supervisor of Contractor is not suitable for carrying out the work inside premises then the workman or supervisor is to be replaced immediately by the Contractor.
- 18) The Contractor shall have no claim against the Corporation in respect of any work which may be withdrawn except for work actually completed under this contract.

- 19) Wherever the term “polishing” has been used, it implies to polishing of fittings, fixtures, utensils and accessories of doors, windows ventilators, water supply, plumbing system and miscellaneous in-built metallic fixtures with polishing of partitions, doors, windows, paneling and floor etc.
- 20) The personnel engaged in providing the requisite services to the NSIC shall be the employees of the contractor and will claim their remuneration from the later. NSIC will not be liable for anything on their part.
- 21) The contractor shall not sub-contract the services of personnel sponsored by them.
- 22) The contractor shall be responsible for the discipline and conduct of the personnel sponsored by them and if in case the discipline and the quality of work deteriorates, the former shall have to provide replacement of his personnel.
- 23) The Contractor shall provide proper uniform and badges and shall issue the identity cards to his workmen at his own cost and shall be duly intimating the care-taking section. As and when a new workman is deployed by him for carrying out the house keeping job in our premises the procedure as mentioned herein will be strictly followed.**
- 24) The Contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
- 25) Contractor shall not allow the Garbage to get accumulated in the premises & ensure proper disposal of the same in a manner as deemed fit and also by observing the regulations and provisions of MCD/State Govt/Local Bodies/Health Dept.etc. He has to use his own/hired road vehicle to carry the garbage to Municipal dumping ground.
- 26) Contractor shall be responsible for cleaning of all sewer lines in the premises at least once in a month or as and when required .
- 27) The Contractor shall have to furnish all the information required by NSIC to fulfill requirements of the concerning Acts, and in the Form so prescribed.
- 28) The Contractor shall be responsible to compensate the loss of any kind to NSIC caused due to theft, damage or negligence of his personnel.
- 29) The Corporation reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof.

### **ELIGIBILITY CRITERIA FOR BIDDERS:**

- 1) Photo copy of the Registration with EPF Department
- 2) Photo copy of the Registration with ESI Department
- 3) Photo Copy of PAN Number (in case of proprietorship firm in the name of individual and in case of partnership firm & company in their name.)
- 4) Photo Copy of Service Tax No allotted
- 5) Partnership firms to submit photo copy of partnership deed.
- 6) EMD for Rs. 5000/-through DD/PO only. DD/PO should not have been issued before the date of advt. Of tender.**
- 7) At least **Five years experience of House keeping work** only along with documentary proof. The detailed statement of experience which includes Name of the Firm, Period (From-----to-----), No. of years and value of the contract etc. may also be placed along with bid.

## **The terms and conditions are as under:-**

### **Definitions**

- 1.1 "The Owner/Corporation" shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise ) Okhla Industrial Estate, New Delhi . 110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 The "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 The "Premises" shall mean the "Head Office building & campus, Software Technology Park and STP Extension Building and campus, and Exhibition Centre building and campus.
- 1.4 The "Contractor" shall mean the individual or firm and shall include the legal representative of such individual or the persons composing such firm or the permitted assignee of such individual or firm or the Corporation.
- 1.5 The "Competent Authority" means the Chairman cum Managing Director of the Corporation and his successors.
- 1.6 The "Officer In Charge " shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by "Competent Authority." as the case may be, who shall supervise and be in charge of such works.
- 1.7 The " Care Taking Section" shall mean the Administration Division of the Corporation.
- 1.8 **PERIOD:** The period shall mean the period of contract for a maximum period of 24 months subject to the suitability and satisfaction of Corporation. However, the Corporation reserves its right to terminate the contract, at any time, during the currency of contract by giving 30 days notice to the contractor without assigning any reason for termination.

### **SCOPE OF WORK**

- 2.1 The Scope of the work for the contract is as per details given in **Schedule 'B'**.

### **LEGAL OBLIGATIONS.**

- 3.1 All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the contractor. He shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments:-
  - a) The Contract Labour (Regulation & Abolition) Act,1970
  - b) The Contract Labour (Abolition & Regulation) Central Rules, 1971
  - c) The Minimum Wages Act, 1948
  - d) The Employer's Liability Act, 1947
  - e) The payment of Wages Act,1936
  - f) The Factories Act,1948
  - g) The Workmen's Compensation Act,1923
  - h) The Employees' Provident Funds and Misc. Provisions Act,1952
  - i) The Payment of Bonus Act, 1965
  - j) The Payment of Gratuity Act, 1976
  - k) The Equal Remuneration Act,1976
  - l) The Industrial Disputes Act, 1947

Contractor shall abide by provision of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the workmen employed by the Contractor shall be sole responsibility of the Contractor.

- 3.2 The Contractor shall fully indemnify NSIC against all the payments, claims and liabilities whatsoever, incidental or direct arising out of or for compliance with or enforcement of the provisions of any of the Laws/Acts in relation to the Contract.
- 3.3 The Contract Labour (Regulation & Abolition) Act,1970, Rules,1971 and the Central/State Rules as modified from time to time are applicable to this Contract. **The contractor shall comply with these and obtain requisite licences from Authorities under the Act** and also take steps for getting the Agreement registered under the Act. He shall also indemnify NSIC from and against any claims under the aforesaid Act and the Rules.
- 3.4 The Contractor shall also ensure that no workmen below the age of 18 years are employed by him for the above mentioned jobs.
- 3.5 The Contractor shall on his own cost, if required, take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Corporation.
- 3.6 The contractor will deposit the service tax with concerned authority as applicable and submit the documentary proof of same to NSIC from time to time.
- 3.7 The Contractor shall ensure that all the grievances and complaints of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.
- 3.8 The Contractor shall ensure that the payment of wages to the workmen employed by him, shall be made by cheque and also in the presence of the representative of the Corporation.
- 3.9 The Corporation shall have the right to check the implementation of labour welfare laws and rules made thereafter.
- 3.10 All the workers employed by contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the Corporation in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the contractor and the employees that shall be entirely the dispute between them only. The Corporation shall not in any manner be a party to it. The contractor will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.
- 3.11 **The contractor whose tender is accepted shall obtain a valid licence under the Contract Workmen (Regulation & Abolition) Act 1970 and the Contract Workmen (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid Licence until the completion of the contract. Any failure to fulfil this requirement shall attract the penal provisions of the contract which includes imprisonment for a term which may extend to three months or with fine or both for which Contractor is solely responsible.**
- 3.12 The Contractor essentially has to use **standard size vacuum cleaners** and **“Doll Star”** make or equivalent **heavy duty floor scrubbing machine with mopper** of 1.50 hp for scrubbing the floors.



## **PROCEDURE OF WORK EXECUTION:**

Contract for Housekeeping in regard to **Built-up space i.e. 6,000 Sqm (App.), including Toilets,** shall be on **“Rate per Square Meter”** basis. For open space the contractor will provide **4 workmen separately.**

- a. For built-up space, the Contractor shall provide the following **minimum no. of workmen** for executing the job for six days in a week (excluding Sundays and National Holidays)

### **A) For Built-up space:**

**Minimum 2 Semi-skilled & 12 unskilled ( including both shifts):** Details are as below:-

#### **First Shift (08.00 a.m. to 04.30 p.m.)**

- i) Supervisor (Semi-skilled) - One (1)
- ii) Safai Karmacharis (Unskilled) - Minimum Ten (10) (Including at least Four female Karamchari)
- iii) Plumber(Semi-skilled) - One (1)

#### **Second Shift**

Safai Karam Chari - 2 NOs. (Timing 03.00 PM to 11.30 PM)

These numbers are **minimum** required by NSIC, but if the contractor is of the opinion that it is insufficient, he can increase the no. of workmen. Payment shall be made on the basis of **“Rate Per sqm.”** (excluding monthly material cost).

The no. of workmen quoted in the tender will mean to check whether the rate per sqm includes minimum requirements as per the provisions of the Min. wages, EPF, ESI etc.

**B) For open Space:** 4 unskilled Safai Karamchari (From 8.00am to 4.30p.m).  
(for six days in a week excluding Sundays and National Holidays)

These workmen shall be provided by the Contractor in compliance to all the relevant Acts and Rules as applicable. The shall be paid as per the rates applicable in Minimum Wages Act, EPF, and ESI etc.

The above workmen shall be deployed by the Contractor in shift from 08.00 a.m. to 04.30 p.m. for the first shift & timing 03.00 PM to 11.30 PM for second shift. (with half an hour lunch break) on all the six days in a week from Monday to Saturday. The duty of Plumber shall be in general shift i.e. from 9.30 to 18.00 hrs.

For Open space, proper record viz. Muster-roll, register of wages shall be maintained. The Contractor shall obtain the signature/thumb impression of the workmen in daily attendance register which shall be verified by Care taking Section on regular basis. The reimbursement of the wages to workmen is purely on the basis of their attendance preceded as verified in the register by care taking section of the Corporation.

The contractor shall provide all the equipment as required by the workmen to execute their work relating to cleaning of the open space.

## **PENALTIES**

- 5.1 In the event the Contractor fails to undertake the house keeping work on any particular day either in part or in full or the work executed by him is not found up to the desired standard the Contractor is liable to be penalized @ Rs. 1,000/- (One thousand only) per day which shall be recoverable from his bill or the Security deposited by him. The decision of Corporation to impose the penalty shall be final and binding on the Contractor. In case the amount of such penalty exceeds 5% of the contract value at any point of time the contract may be terminated without any further notice.
- 5.2 The Contractor shall be responsible for safety of all items of furniture, plants, office equipment and other fittings provided in the premises and shall be liable to make good any loss to the same if damaged during the execution of house keeping work which shall be recoverable from his monthly bill or the security deposit or any other dues payable to the Contractor by the Corporation.
- 5.3 If the Contractor suspends or abandons the house keeping services without giving a proper and advance notice thereof the whole of his security money and/or any amounts due to Contractor shall be forfeited and he shall also be liable for legal action by NSIC as deemed fit for such act.
- 5.4 The Contractor essentially has to use standard size **vacuum cleaners** and **“Doll Star” make** or equivalent heavy duty **floor scrubbing machine with moppper** of 1.50 hp for scrubbing the floors. These machines should be available on Saturdays and other holidays and shall be operated on said days, and if required on working days also, nothing extra shall be paid on this account. A penalty of Rs. 1000/- will be levied on the Contractor in absence of these equipment when required.

## **PAYMENT TERMS ( for built-up and open area):**

- 6.1 The Contractor shall prefer his monthly bill which shall be on the basis of the criteria mentioned in **Schedule ‘C’**, service tax to be deposited, EPF and ESI contribution paid for the workmen and the service charges of the Contractor. The contractor will also deposit service tax with the concerned authority as per rates applicable from time to time. All the bills so preferred shall invariably be supported by the proof of payment of wages and receipts of EPF & ESI and service tax in evidence of his having made payments to these accounts.
- 6.2 The Contractor shall prefer his bill after paying the wages to his workmen including the cost of material provided by him during the month. Contractor shall also enclose receipts of payments of EPF ESI and service tax.
- 6.3 In case there has to be made any payment to the workmen of the Contractor by the Corporation which otherwise is the responsibility of the Contractor, the same shall be adjusted against the security amount deposited with the Corporation or either deducted from the payment due to the Contractor.
- 6.4 In case the amount to be released to workers is not as per wage bill to be prepared as per Minimum Wages Act or contractor is not able to provide undisputed documentary proof in respect of following:-
  - i) Release of payment as per Minimum Wages Act.
  - ii) Deduction and deposit of EPF & ESI, Service Tax as applicable as per Statutory Act within stipulated time.

The amount in such cases will not be released & the decision of Competent Authority will be final in this case. In case it is found that no amount of PF & ESI has been deducted in respect of persons engaged by them by the Contractor in-spite of having PF A/c. No & ESI A/c No. for the Company/firm then in such cases amount of PF & ESI as per EPF Act & ESI Act will be deducted by NSIC Ltd. in respect of such persons engaged by them and will be deposited to statutory authorities on behalf of such contractor.

- 6.5 The Contractor is required to visit and inspect the work of house keeping regularly at least twice in a week with prior intimation to Corporation. He shall also meet the concerned officer in Corporation once in a fortnight to enquire the level of performance and note down remarks thereon. He shall immediately ensure to rectify shortcomings which may be brought to his notice.
- 6.6 The contractor will not ask for any enhancement of approved rates during the period of the contract and it shall be his own responsibility to pay the wages, ESI, leave benefits, bonus, medical facilities etc. (as admissible under the relevant Acts) to his employees.

## **DURATION OF CONTRACT**

- 7.1 The duration of this contract shall be **Two Years** from the date of award of the work as is to be mentioned in the work order to be placed on the successful party. However the duration can be extended after satisfactory completion of the currency of the contract, on mutually agreed terms and conditions.
- 7.2 In case it is found that the Contractor is not complying with the provisions of Minimum Wages Act, Provident Fund Act and or any other statutory provisions as mentioned in clause 3 of this letter the contract is liable to be terminated at any time without giving any advance notice to the Contractor to this effect.
- 7.1 Either of the parties shall have the right of coming out of the contract by giving a notice for 30 days in advance during its validity.

## **ARBITRATION**

- 8.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of the **Chairman-cum-Managing Director of NSIC**.
- 8.2 The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he thinks proper and it shall be the duty of the parties hereto to do or cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

Thanking you,

Yours faithfully

**Chief Manager (ADMN)**

**SCHEDULE 'A'**

**Area of work**

1. NSIC Head office Building (Complete including Terrace) **4,500 Sq. Mtrs.(App.)**
  
  - 2 Software Technology Park (STP) building & STP                      **1,500 Sq. Mtrs (App.)**  
    Extension building (complete including terrace)
- 
- TOTAL BUILDING AREA :- 6,000 Sq. Mtrs (App.)**

**Note: Eight Toilets in the Built-up & open ground area in NSIC Head Office ,  
Software Technology Park (STP) & Exhibition Hall**

3. Open space (Car parkings, internal roads                      : Four workmen to be  
    & pavements etc.other than grass lawns)                      deployed separately

**Chief Manager(ADMN)**

**ROUTINE OF HOUSE KEEPING WORK**

It shall be the responsibility of the Contractor to ensure the absolute cleanliness in the entire office premises and maintain the premises so hygienic and clean as is required and expected in an organization of international standard as of ours. However, we hereunder furnish the work schedule for house keeping which shall be helping in ensuring the absolute house keeping and cleanliness our premises.

**I. JOBS TO BE CARRIED OUT DAILY (Six Working days in a week):**

The following jobs are to be carried out to the satisfaction of Corporation and the Competent Authority as assigned by NSIC and contractor must ensure that no complaints are made against their employee for the job assigned to them in any manner. These jobs must be done at least once per day or even more if so required:-

1. Cleaning exposed surface of built in and removable furniture items such as tables, chairs cabinets, Almirahs, sofas, cupboards, racks etc. by dusting, brushing, moping.( complete as directed).
2. Cleaning of loose items such as door mats, fire fighting accessories, photos, boards, wooden planter boxes, other fixture etc. by dusting brushing. (complete as directed)
3. Cleaning the fixtures of pantries, in all the floors such as sinks, draining boards, platforms, the cabinets etc. by washing with approved quality liquid detergents, soap, acid for removing stains.
4. Cleaning with brooms and wet mopping with cloth of entire floors of office premises, receptions, all cabins, halls, passages, lobbies, utility services, areas, stair cases, stains in pantries, canteen, toilets excluding the carpeted area and skirting, dado etc. removing dirt, sweeping, brushing, cleaning binds, dirt catchers, paved areas, grating with approved quality dry/liquid detergents, chemicals, soap by brooms brushes, rugs, cloth, removing water stains, cleaning marble same cladding with water, detergents, phenyl, collecting dust, dirt, mud, waste papers etc. removing to garbage bin at and disposal point, air-purifier, Dettol.( complete as directed)
5. Cleaning of toilets of office premises floors, skirting, dado wall cladding, doors, EWC commode and cisterns, vitreous partitions, squatting plates, wash basins, IWC pan, grating waste fittings etc. with approved quality dry/liquid detergent chemicals, acids, soap, phenyl, air purifier, cakes, naphthalene balls, sanitary cubes, toilet papers, liquid soap, washing with water, wet mopping, cleaning the interior of commodes, over all – surfaces of commodement and cover with brooms, brushes, rugs, clothes, removing stains collected dust, dirt, mud, waste of all nature.( All complete as directed)
6. Cleaning carpets with soft brooms, brushes by brushing, sweeping carefully along the grains, removing strain with approved quality stain removers, complete as directed with vacuum cleaners and carpet cleaning machine.
8. Cleaning thoroughly all internal roads, paved parking areas, pavements etc. by sweeping.

**NOTE :-** All the above items of job shall be completed before 9.30 AM every day during the working hours of the office, the Contractor shall keep adequate cleaning workmen within the premises who will render the service as and when required.

**II. WEEKLY SCHEDULE OF ACTIVITIES:**

**Following jobs are to be performed by contractor at least once in a week or more (if so required):-**

1. Cleaning thoroughly the floors of entire office premises, pantries, exposed areas as well as behind/corners, niches/under the furniture and fixture with water, chemicals, detergents soap, by washing, wet mopping, removing stains on floor and adjoining wall claddings, sweeping, brushing, polishing, wherever required, removing cobwebs, soot etc. drying with vacuum cleaners brushes,

clothes, rug, disposal of rubbish all as per approved quality and direction-complete with floor scrubbing machine.

2. Cleaning the glass panes of windows, doors, shutters, panels, partitions, vision panels, louvers etc. with water chemicals including the jambs, soffits, frames, recesses, rebates around the glass panes with brushes, soft linen clothes, rugs, metallic scrapers all as per approved quality and direction from inside and outside.
3. Cleaning the venetian blinds at all location with chemicals, water, stain removers, including the jambs, soffits, frames, recesses, rebates around the fixture with vacuum cleaner, brushes, soft linen clothes, rugs, all the approved quality and as directed.
4. Cleaning thoroughly the miscellaneous loose items e.g. door mats, Fire Fighting accessories, fixtures, wooden planters, photos, boards etc. with vacuum cleaner, dusters, brushes etc. Drying, removing cob webs, soot etc. all as directed.
5. Cleaning thoroughly the Sign boards, main gates, channel gates etc., including polishing the CP Brass and metal finish, fixtures with polishing compound, polishing of accessories with suitable compounds, removing stains atleast once in a week by using materials of good quality.
6. Removing of grass, wild scrubs etc. growing in the premises on the terrace and areas other than the grass lawns.

### III **FORTNIGHTLY WORK SCHEDULE**

1. Cleaning wall paneling, high partitions, low partitions of timber work including top, jambs soffits, shelves, skirting, recesses, grooves, rebuts etc., removing soot, stain, oily marks, dusting with vacuum cleaners, brushes, soft linen cloths, rugs, chemicals and stain removers-all of approved quality and as per direction. (One time in one fortnight).
2. Cleaning wall cladding and wall paper, with suitable means, liquid soap, detergents, cobwebs, marks etc. dusting with brushes, rugs, clothes, chemicals all of approved quality and as per direction (One time in one fortnight).
3. Cleaning pelmets and curtains with vacuum cleaners, brushes, duster etc. at all locations complete as directed (One time in one fortnight)
4. Cleaning electrical fixtures e.g. ceiling fans, A. C. grills, ducts, lighting fixtures, electrical gadgets, dusting, brushing, removing stains, soot, dust polishing in the entire premises with vacuum cleaners, dusters, brushes, cleaning compounds, all of approved quality, as directed (One time on one fortnight)
5. Cleaning thoroughly the canteen as per specification vide item No. II (V). (One time in one fortnight).
6. Cleaning all furniture built in and removable type thoroughly, over all surfaces including interiors, polishing, removing stains with vacuum cleaners, brushes, linen clothes, rugs, chemicals, cleaning compounds metal polish, all of approved quality as directed. (One time in one fortnight).
7. Cleaning of ceiling, coffered beams of entire area, removing cobwebs, soot, dust accumulation with vacuum cleaners, brushes by applying clourless detergent shall of approved quality and direction
8. Cleaning carpet thoroughly by vacuum cleaners, brushing carefully along the grains, removing stains with stain removers cleaning the floor underneath with vacuum cleaners, brushes removing dampness, relaying the carpet into original position all of approved quality as directed.
9. Cleaning and polishing the dado of toilets, sanitary fittings and fixtures with a approved quality. Polishing compound on CP brass and the metal finishes shall be of standard quality as per direction. Cleaning of toilet shafts, gully traps including man holes & sewers and keeping them clean free from garbage, waste water accumulation and silt.
10. Cleaning the miscellaneous loose items as specified in item no. II (5) complete.
11. Cleaning the areas, balconies, extended slabs, windows, including slabs walls etc. by sweeping, brushing, cleaning the dust accumulation, mud, cleaning with water the spouts, open and under ground storm water drains etc. with water, after declogging as and when required. Chemicals, soaps and detergents used in all operation shall be of standard quality and make as approved.
12. Cleaning of Sewer situated in NSIC premises at least twice a month or as and when required.

#### IV. MISCELLEOUS CONDITIONS:

1. The Contractor is required to undertake any kind of House keeping work which the Corporation require at any point of time in its premises.
2. The sufficient supply of water is available in the premises. No charges, therefore, shall be levied for use of water by Contractor or his workmen.
3. **All the T & P viz. Scrubbing machine, trolley, buckets, ladders etc shall have to be arranged by The Contractor himself. No extra payment on this account shall be made.**

**Chief Manager (ADMN.)**

**SCHEDULE 'C'**

**MATERIAL REQUIREMENT PER MONTH**

Details of material and consumables which may be required for cleaning the entire built up area i.e. "Head office building" consisting of Ground + two floors+ terrace measuring 4,500 sq. mtrs , Software Technology Park measuring 1,500 sq. mts. (Total covered area being 6,000 Sq. mtrs) plus six toilets.

**Min.Qty.(Per Month)**

1.	Liquid soap for cleaning floors-Cleanzo Brand (20 Litres for STP)	60 Litres
2.	Naphthalene balls	6 Kgs.
3.	Liquid soap- "Homacol" brand	30 Litres
4.	Urinal cakes of Doctor/Trishul brand	5 Kgs.
5.	Room Freshener (3 Bottle for STP)	6 Nos.
6.	Trishul/Doctor brand Phenyl (5 ltr. For STP)	10 Ltrs.
7.	Washing Powder (VIM)	20 Kgs.
8.	Acid -----	40 Litres
9.	Toilet Paper Prestige quality (150 rolls for STP)	230 Rolls
10.	Fem liquid soap (STP)	10 Lites.
11.	Brass Polishing compound "Brasso" brand	1 Ltr.
12.	Floor duster-full size good quality -----	3 dozen
13.	Table duster-full size good quality	3 dozen
14.	Broom (Phool Jharoo)	15 Nos.
15.	Broom (Nariyal Jharoo)/Bamboo Broom	15 Nos.
16.	Jalaz Brush -----	6 Nos.
17.	Colin-Godrej brand (5 bottles for STP)(500 ml. Pack each)	6 Litres
18.	Surf Ultra (3 kg for STP)	10 Kg.
19.	Odonil (30 packets for STP)	60 Nos.
20.	Paper Napkins	As per requirement
21.	Harpic Cleaner (for STP) (500 ml. Pack Each)	5 Bottle
22.	Bagyon Spray (for STP)	3 Bottles
23.	Teapole (for STP)	5 Ltrs.
24.	Liquid soap for dispenser (colgate Palmolive)- For STP (one ltr.pack Each.)	30 pouch

(The above branded material minimum for one month's requirement should be available in the store at any point of time and it should be replenished on the first working day of the month. Quality of the materials being used shall have prior approval of the Officer In Charge.

**Date :** \_\_\_\_\_

**For M/s** \_\_\_\_\_

**Place :** \_\_\_\_\_

\_\_\_\_\_  
**(Authorized Signatory With Seal)**



**SCHEDULE 'D'**

**TECHNICAL BID**

- 1) Name & Address of the Tenderer:  
(with Tel. Nos. and fax no.)
- 2) EMD (DD No., date & Bank) :
- 3) Regn. No. in EPF :
- 4) Regn. No. in ESI :
- 5) PAN No.(As applicable) :
- 6) Regn. No. in Service Tax :
- 8) Regn.no. in Partnership/  
Co.'s Act (As applicable) :
- 9) Details of 5 yrs. Experience :  
(name of Orgn., duration etc)
- 10) Price list (if Cost of material  
mentioned therein is less than  
Rs. 25,000/- p.m.)

**Note: Tenderer must enclose the copies of the aforesaid documents.**

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

For M/s \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signatory With Seal)

**SCHEDULE 'E'****PRICE BID****A. Covered Area:**

Sl.No.	Particulars	Rate / sqm. (Rs.)	Total Amount (Rs.)
1.	Built up Space (6,000 Sqm.)		

**No. of workmen reqd.:**    **Unskilled:** \_\_\_\_\_    **Semiskilled:** \_\_\_\_\_

- Please specify the **No. of workers**, the contractor needs to deploy to do work but it should not be less than the no. specified in the tender document.
- No. of workmen is to be used to calculate the minimum admissibility as per various labour laws i.e. Minimum Wages Act, EPF & ESI.

**B. Open area:**

Sl.No.	Particulars	Nos.	Rate / W'man/day (Rs.)	Amount For 4 W'men / Day ( In Rs.)	Total Monthly Amt.( Rs.)
1.	Safaikaramcharis (Unskilled)	Four			
2.	E.P.F.				
3.	E.S.I.				
	<b>Total</b>				

**C. Total Monthly Price-Bid:**

Sl.No.	Particulars	Amount (Rs.)	Total Amount (Rs.)
1.	Covered Area (As per table 'A') (Inner Col.)		
2.	Open Area(As per table 'B' above) (Inner Col.)		
3.	Service Charge (If any) (Inner Col.)		
	<b>Total (Outer Col.)</b>		
	<b>Service Tax @10.30 % (On above Total) (Outer Col.)</b>		
	<b>Material Cost (Outer Col.) (Including Service Tax)</b>		
	<b>Grand Total (Outer Col.)</b>		

Contd.....

**Contd. From prepage**

**TOTAL AMOUNT PER MONTH (IN WORDS) Rs. \_\_\_\_\_**

Note: Cost of material for one month requirement is Rs. 25,000/-. If any tenderer quotes lesser amt. than Rs. 25,000/- , it has to be accompanied with the price list of the Govt. Agencies like KBCC etc. or Price List of the authorized dealer of the brand mentioned with the material, otherwise tender will not be accepted. For quoting of Cost of Material at Rs.25,000/- or above, it need not to be accompanied with the price list of any type.

**Date :** \_\_\_\_\_

**For M/s** \_\_\_\_\_

**Place :** \_\_\_\_\_

\_\_\_\_\_  
**(Authorized Signatory With Seal)**

**SCHEDULE 'F'****CHECK LIST**

(To be submitted by applicants along with tender application)

1	2	3	4
Sl. No.	Qualifying Criteria	Particulars	Enclosures check list
1.	Name and address of the Contractor		
2.	<b><u>DOCUMENTS REQUIRED</u></b>	<b><u>Photocopy Enclosed</u></b>	<b><u>Document Found</u></b>
	i. Registration with EPF Department	Yes No	Yes No
	ii. Registration with ESI Department	Yes No	Yes No
	iii. Pan Number (in case of proprietorship firm in the name of individual and in case of partnership firm & company in their name.)	Yes No	Yes No
	iv. Service Tax No allotted	Yes No	Yes No
	v. Partnership deed (in case of a partnership firm)	D.D. No. Date: Bank/Branch	Yes No
	vi. EMD for Rs. 5000/-through DD/PO only.	1. 2. 3. 4. 5.	Yes No Yes No Yes No Yes No Yes No
	vii. At least Five years experience <b>of House keeping work alongwith documentary proof.</b> The detailed statement of experience which includes Name of the Firm, Period (From-----to--- ---), No. of years and value of the contract etc. may also be placed alongwith bid.		

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Date :

For M/s\_\_\_\_\_

Place :

\_\_\_\_\_  
\_\_\_\_\_  
**(Authorized Signatory With Seal)**

**DECLARATION**

I ( ) hereby declare that the documents submitted/enclosed are true and correct. In case any document at any stage is found fake/incorrect, my EMD may be forfeited & action as deemed fit may be taken against me by NSIC.

For M/s\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**(Authorized Signatory With Seal)**