

PRASAR BHARTI  
BROADCASTING CORPORATION OF INDIA  
ALL INDIA RADIO: NEW DELHI

Office of the Station Director  
All India Radio, Parliament Street, New Delhi 110001

File No. DEL-29(12)/2011-2012/Tpt.

DATE: 15.12.2011

**TENDER NOTICE**

Quotations are invited from interested firms to award of annual contract for Housekeeping Job with material (Studio Block) of NBH premises AIR, New Delhi 110001.

**PROCEDURE FOR SUBMISSION OF SEALED TENDERS:-**

Sealed quotations addressed to undersigned should reach latest by **03.30 p.m. on 18/01/2012.**

Quotation for the said work may be submitted in two separate sealed covers as under:-

1. First sealed cover super scribed "Technical Bid for sweeping and cleaning of Studio Block (with material) and second sealed cover super scribed "Financial Bid.

(i) Earnest Money amounting Rs. 20,000/- in the form of Demand Draft / Pay Order drawn in favour of **"The Station Director, All India Radio, New Delhi 110001"**.

(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.

(iv) A copy of this Tender Notice required to be submitted duly signed on each page of the Tender Notice along with Technical Bids by the contractor/Authorized person of the firm.

2. Second sealed cover super scribed "Financial Bid for sweeping and cleaning of Studio Block (with material) should contain:

(i) Rates in the prescribed form (Annexure-II) as attached.

(ii) Copy of the DD/Pay Order deposited with the technical bid.

Notes:

- (a) Technical Bids will be opened on the same day at 02.00 p.m. immediately after closing time for the receipt of quotation.
- (b) 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.
- (c) The decision of the tender Committee will be final.

Interested parties/firms may visit the site physically for assessment of work and adiquite workforce required as per scope of work mentioned in the scope of work and General Terms and Conditions of Contract on any working day before tendering their rates.

ELEGIBILITY CONDITION :-

- a. Tenderer should have a minimum two years of experience in this field, please enclosed .
- b. Attested copies of the latest income-tax clearance and sales tax registration certificates .
- c. Draft of Rs. 20,000/- of Demand Draft / Pay Order drawn in favour of "The Station Director, All India Radio, New Delhi 110001".
- d. The tenderer must submit the attested copies of PAN No., VAT and ESI/EPF registration certificates.  
*10,00,000/-* *Sr. Adl.*
- e. 1,00,000/- (Ten lakh) minimum annual turn over of the firm.
- f. The offer of the firm shall be signed in ink on each page by the bidder.
- g. In case of tie, between the technically acceptable in the lowest bidder will be decided by a lottery.

**SCOPE OF WORK AND GENERAL TERMS & CONDITIONS OF CONTRACT**

**1. Scope of Work ( STUDIO BLOCK)**

**New Broadcasting House:**

**The Studio block is 5 floors, 27 studio, 6 dubing room, GNR, HNR, MSR/News room (Ground Floor-2 Studio, CRR, MSR, Media Lib., 11 Rooms, First floor- 6 Studio, GNR, 5 rooms, Second floor- 9 Studio,03 Duty room, 02 Dubing room, Media Lib. 02 Control Room, Third Floor- 07 Studio, 01 control room, 03 Duty rooms, 02 Dubing rooms, 03 others rooms. Forth floor- 06 Studio, 1 control room, 2 duty rooms, Media Lib.,04 others rooms.) etc. Approximately area to be cleaned is 5000 Sq. mtrs . The firm is advised to visit the Studio block of NBH to assume the actual requirements of work.**

1.1 Cleaning and dusting of premises of NBH (Studio Block) including

Studios/Rooms/Corridors/Floor/Walls/windows/GlassFrame/tables/chairs/instruments etc.

**Operations to be carried out daily:**

1.2 Carpet will be cleaned by Vacuum Cleaner in Studio/Corridors/Rooms etc.

1.3 PVC/Tiles Flooring will be cleaned by soft broom.

1.4 Area (except Carpet area) will be cleaned by Phenyle/Cleanzo etc.

1.5 Cleaning/dusting of furniture/instruments/machine and others items etc.

1.6 Removal of garbage from the premises to a location designated by NDMC.

1.7 Filling up liquid soap in containers daily

**General Requirements for studio block:**

I. While it will be the responsibility of the contractor to deploy adequate manpower, yet it should clearly be mention the number of manpower/workforce deployed by the contractor

to carried out the work within time schedule as mentioned in the Scope of work and General Terms and conditions S.No. 1 Scope of work (Studio Block) and S.No. 2 General Requirements.

- II. The initial sweeping/mopping/dusting etc. of all areas (Studio Block) should be completed by 0900 a.m., 02.00pm subsequently by 04.00 p.m.
- III. The toilets should be cleaned at least thrice daily by 0800 a.m., 1200 Noon and 0400 p.m. with Harpic/Acid etc.
- IV. The contractors will arrange Vacuum Cleaner/ 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.
- V. Payment for full day will be deducted if any of the jobs mentioned as above is not completed.
- VI. 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.
- VII. 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.
- VIII. 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.
- IX. The contractor will not appoint any sub-contractor for the work under any circumstances.
- X. Electricity and water will be supplied free of cost but necessary arrangements for leadwire, cable etc. shall be arranged by the contractor at his cost.

- XI. 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.
- XII. 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.
- XIII. 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.
- XIV. The decision of the undersigned or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.
- XV. The payment may be released on monthly basis by cheque after the work for the month has been completed to the satisfaction. For release of payment, pre-receipted bill may be submitted at the end of every month for arranging payment.
- XVI. 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.
- XVII. The contract can be extended with mutual consent for further period, if the services are found satisfactory.

- XVIII. 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.
- XIX. The firm should submit a satisfactory performance report from at least three Government offices and also income tax clearance certificate.
- XX. The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;
- XXI. The quotations are to be submitted along with refundable earnest money of Rs.20,000/- (rupees twenty thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "The Station Director, All India Radio, New Delhi 110001" 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.
- XXII. The bidder should specifically write that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies
- XXIII. In case of any difficulty / doubt the undersigned may be contacted in this office on any working day.

- XXIV. Sealed Tenders may be deposited in the room of the undersigned up to 18-01-2012 (3.30P.M.) and opened on the same day at 3.30 P.M in the presence of such tenderers or their authorized representatives as may wish to be present.
- XXV. 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.
- XXVI. All the matters subject to the jurisdiction of Delhi Court.
- XXVII. Conditional tenders will not be accepted.
- XXVIII. Contract will be terminated if more than 3 complaints are received in a month.
- XXIX. To attend to any particular works related to this work immediately when called upon.
- XXX. The Studio Block is a seven days working complex except Saturday, Sunday, and any GH.
- XXXI. Entire workforce should be available in the office premises from 8.30am to 05.00pm (Lunch time 1.00 to 1.30pm), further, as & when required the timing may be changed accordingly in the interest of services.
- XXXII. Any damage caused to the property due to negligence on the part of contractor's men will be liable to be compensated by the contractor.
- XXXIII. Successful contractor will deposit in the form of Security Deposit Receipt for an amount of Rs. 20,000/-(Twenty thousand only) of the contract value of one year for due performance of the contract. No interest shall be payable on the amount of 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.
- XXXIV. In case, the services are not found satisfactory, Station Director reserves the right to terminate contract at any stage with a notice of 15 days only.

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 NBH(Studio Block) premises.”

This is being issued with the approval of the competent authority.

Encl: Annexure 1 & II

**(V.S. JAIN)**  
Sr. Administrative Officer  
1<sup>st</sup> floor, Broadcasting House  
Parliament Street, All India Radio, New Delhi 110001

**ANNEXURE-I**

**OUTSOURCING OF CLEANING AND SWEEPING JOB**

**TECHNICAL BIDDING CHECK LIST**

Sl. No.	Parameter	Yes/No
1	Whether the firm is continuously in trade since last two years? If yes, performance certificate in this regard from at least three Govt./PSU/Autonomous offices may be attached.	
2	Whether EMD of the required amount in the form of DD is attached? If yes, photocopy of DD/Payorder should be attached.	
3	Whether a copy of all the papers of Tender Notice and supporting documents should be signed by tendering authority or authorized signatory of the firm submitted along with Technical Bid.	
4	Number of persons proposed to be deployed by the firm(studio block)  Supervisor :  Cleaning Staff :	

Signature of the contractor

**ANNEXURE-II**  
**OUTSOURCING OF CLEANING AND SWEEPING JOB**

FINANCIAL BID FOR NBH (STUDIO BLOCK)

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

Signature of the contractor

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File No. DEL-29(12)/2011-2012/Tpt.

DATE:

**TENDER NOTICE**

Quotations are invited from interested firms to award of annual contract for Housekeeping Job (with material) (Studio Block) of NBH premises AIR, New Delhi 110001. Sealed quotations addressed to undersigned should reach latest by **02.00 p.m. on 22/12/2011**. Quotation for the said work may be submitted in two separate sealed covers as under:-

1. First sealed cover super scribed "Technical Bid for sweeping and cleaning of Studio Block (with material) and :

(i) Earnest Money amounting Rs. 20,000/- in the form of Demand Draft / Pay Order drawn in favour of **"The Station Director, All India Radio, New Delhi 110001"**.

(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.

(iv) A copy of this Tender Notice required to be submitted duly signed on each page of the Tender Notice along with Technical Bids by the contractor/Authorized person of the firm.

2. Second sealed cover super scribed "Financial Bid for sweeping and cleaning of Studio Block (with material) should contain:

(i) Rates in the prescribed form (Annexure-II) as attached.

(ii) Copy of the DD/Pay Order deposited with the technical bid.

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Notes:

(a) Technical Bids will be opened on the same day at 02.00 p.m. immediately after closing time for the receipt of quotation.

(b) 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.

(c) The decision of the tender Committee will be final.

**Interested parties/firms may visit the site physically for assessment of work and adiquite workforce required as per scope of work mentioned in the scope of work and General Terms and Conditions of Contract on any working day before tendering their rates.**

## **SCOPE OF WORK AND GENERAL TERMS & CONDITIONS OF CONTRACT**

### **2. Scope of Work ( STUDIO BLOCK)**

#### **New Broadcasting House:**

2.1 Cleaning of premises of NBH (Studio Block) including

Studios/Rooms/Corridors/Floor/Walls/windows/Glass Frame etc.

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

2.2 Carpet will be cleaned by Vacuum Cleaner in Studio/Corridors/Rooms etc.

2.3 PVC/Tiles Flooring will be cleaned by soft broom.

2.4 Area (except Carpet area) will be cleaned by Phenyle/Cleanzo etc.

2.5 Cleaning/dusting of furniture/instruments/machine and others items etc.

2.6 Removal of garbage from the premises to a location designated by NDMC.

2.7 Filling up liquid soap in containers daily

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**General Requirements for studio block:**

XXXV. While it will be the responsibility of the contractor to deploy adequate manpower, yet it should clearly be mention the number of manpower/workforce deployed by the contractor to carried out the work within time schedule as mentioned in the Scope of work and General Terms and conditions S.No. 1 Scope of work (Studio Block) and S.No. 2 General Requirements.

XXXVI. The initial sweeping/mopping/dusting etc. of all areas (Studio Block) should be completed by 0900 a.m., 02.00pm subsequently by 04.00 p.m.

XXXVII. The toilets should be cleaned at least thrice daily by 0800 a.m., 1200 Noon and 0400 p.m. with Harpic/Acid etc.

XXXVIII. The contractors will arrange Vacuum Cleaner/ 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.

XXXIX. Payment for full day will be deducted if any of the jobs mentioned as above is not completed.

XL. 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.

XLI. 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.

XLII. 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.

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XLIII. The contractor will not appoint any sub-contractor for the work under any circumstances.

XLIV. Electricity and water will be supplied free of cost but necessary arrangements for leadwire, cable etc. shall be arranged by the contractor at his cost.

XLV. 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.

XLVI. 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.

XLVII. 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.

XLVIII. The decision of the undersigned or any other authorized officer regarding the satisfactory standard of cleanliness shall be final and binding on the contractor.

XLIX. The payment may be released on monthly basis by cheque after the work for the month has been completed to the satisfaction. For release of payment, pre-receipted bill may be submitted at the end of every month for arranging payment.

L. 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.

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LI. The contract can be extended with mutual consent for further period, if the services are found satisfactory.

LII. 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.

LIII. The firm should submit a satisfactory performance report from at least three Government offices and also income tax clearance certificate.

LIV. The Competent Authority reserves the right to reject any / all quotations or incomplete quotations without assigning any reason;

LV. The quotations are to be submitted along with refundable earnest money of Rs.20,000/- (rupees twenty thousand only). The earnest money will have to be in form of a crossed demand draft/Pay order in favour of "The Station Director, All India Radio, New Delhi 110001" 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.

LVI. The bidder should specifically write that he is not currently black listed by any Govt. Department / PSU /Autonomous Bodies

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LVII. In case of any difficulty / doubt the undersigned may be contacted in this office on any working day.

LVIII. Sealed Tenders may be deposited in the room of the undersigned up to 22-12-2011 (2.00P.M.) and opened on the same day at 2.00 P.M in the presence of such tenderers or their authorized representatives as may wish to be present.

LIX. 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.

LX. All the matters subject to the jurisdiction of Delhi Court.

LXI. Conditional tenders will not be accepted.

LXII. Contract will be terminated if more than 3 complaints are received in a month.

LXIII. To attend to any particular works related to this work immediately when called upon.

LXIV. Tthe Studio Block is a seven days working complex except Saturday, Sunday, and any GH.

LXV. Entire workforce should be available in the office premises from 8.30am to 05.00pm (Lunch time 1.00 to 1.30pm), further, as & when required the timing may be changed accordingly in the interest of services.

LXVI. Any damage caused to the property due to negligence on the part of contractor's men will be liable to be compensated by the contractor.

LXVII. Successful contractor will deposit in the form of Security Deposit Receipt for an amount of Rs. 25000/- (Twenty five thousand only) of the contract value of one year for due

performance of the contract. No interest shall be payable on the amount of 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.

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LXVIII. In case, the services are not found satisfactory, Station Director reserves the right to terminate contract at any stage with a notice of 15 days only.

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 NBH(Studio Block) premises."

This is being issued with the approval of the competent authority.

Encl: Annexure 1 & II

**(V.S. JAIN)**  
Sr. Administrative Officer  
1<sup>st</sup> floor, Broadcasting House  
Parliament Street, All India Radio, New Delhi 110001

**ANNEXURE-I**

**OUTSOURCING OF CLEANING AND SWEEPING JOB**

**TECHNICAL BIDDING CHECK LIST**

Sl. No.	Parameter	Yes/No
1	Whether the firm is continuously in trade since last two years? If yes, performance certificate in this regard from at least three Govt./PSU/Autonomous offices may be attached.	
2	Whether EMD of the required amount in the form of DD is attached? If yes, photocopy of DD/Payorder should be attached.	
3	Whether a copy of all the papers of Tender Notice and supporting documents should be signed by tendering authority or authorized signatory of the firm submitted along with Technical Bid.	
4	Number of persons proposed to be deployed by the firm(studio block)  Supervisor :  Cleaning Staff :	

Signature of the contractor

**ANNEXURE-II**  
**OUTSOURCING OF CLEANING AND SWEEPING JOB**

FINANCIAL BID FOR NBH (STUDIO BLOCK)

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

Signature of the contractor