

**No. 1/4/2008-CTU/GA
PRASAR BHARATI
BROADCASTING CORPORATION OF INDIA
DIRECTORATE GENERAL: ALL INDIA RADIO
NEW DELHI-110001

Date: 15.01.2010

**Subject: Annual contract for the upkeep and maintenance of cleanliness and
Sanitation in the premises of Directorate General: All India Radio.**

This Directorate General intends to enter into a fresh annual contract for the upkeep and maintenance of cleanliness and sanitation in its premises at Akashvani Bhawan, Parliament Street, New Delhi-110001 as per details given in the enclosed terms and conditions (Annexure-I).

2. The interested firms fulfilling the following eligibility conditions may inspect the premises on any working day upto 15.02.2010 between 10.00 AM to 1.00 PM, to assess the job requirement/quantum of work involved and submit their tenders in two parts – Eligibility Bid as per Annexure – III and Commercial Bid as per Annexure – IV – in two separate sealed envelopes superscribed as ‘Eligibility Bid for cleanliness/sanitation contract’ and ‘Commercial Bid for cleanliness/sanitation contract’:-

- i) The firm should have minimum 3 years’ experience of successful completion of contracts of same or higher magnitude of work as in DG: AIR (annual contract value of about Rs. 10 lacs) departments/PSUs.
- ii) The firm should be registered with ESI, PF Commissioner and Service Tax Department.
- iii) The firm should have labour Licenses.
- iv) The firm should have income tax clearance certificate/PAN.
- v) The firm should comply with the Minimum Wages Act, 1948 in the NCT of Delhi in respect of various categories of workers.

vi)

3. The ‘Eligibility Bid’ should contain company profile, authenticated documents to prove the eligibility of all conditions as mentioned above and any additional documents to show the competency of the firm. The firm should also

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mention their ESI and PF code numbers, and Registration Number for Service Tax, and also enclose the copy of income tax clearance certificate/PAN in the 'Eligibility Bid'. The Eligibility Bid should also be accompanied with an Earnest Money of Rs. 60,000/- (Rupees sixty thousand only) in the form of Bank Draft/Pay Order/Banker's Cheque drawn in favour of "PB (BCI), DG: AIR, New Delhi" and payable at any nationalized bank in NCT of Delhi.

4. The 'Commercial Bid' should contain only the monthly wages, material cost, any other charges and the tax conditions (to be filled in Annexure – IV). In the space provided in the commercial bid proforma for 'material cost' only lump-sum for the monthly quota listed as mentioned in the list containing particulars of cleaning and other material may be quoted. If the firm wishes to quote separate rate for each material then a separate sheet should be enclosed with commercial bid. Bids containing un-realistic rates shall be liable to be rejected.

5. The sealed tenders should be dropped *personally* in the tender box, placed in room number 218, 2nd floor, Akashvani Bhawan, Parliament Street, New Delhi latest by 3 PM on 15.02.2010. Tenders received after the due date/time and/or not accompanied with the requisite and valid Earnest Money Deposit and /or not accompanied with the details and attested copies of the documents required with the Eligibility Bid and/ or with any overwriting, shall not be considered at all. In case tender document is downloaded from internet, the firm shall submit a pay Order/Bank Draft, Bankers Cheque for Rs. 500/- (Rupees five hundred only) in favour of "PB (BCI), DG: AIR, New Delhi" alongwith the 'Eligibility Bid' towards cost of the Tender Document.

6. The 'Eligibility Bid' shall be opened on the same day, i.e. 15.02.2010 at 4 PM. Only one duly authorized representative, on behalf of each tenderer, shall be allowed to be present on the occasion. The 'Eligibility Bids' will be analysed by the Directorate General and 'Commercial Bids' of only those firms who are found eligible in 'Eligibility Bid' will be opened in due course and the eligible firms would be intimated accordingly.

7. This Directorate General reserves the right to reject any or all the tenders without assigning any reason, whatsoever.

(R.K. DHALL)
Dy. Director Admn.
Tele: 23421728

ANNEXURE-I

TERMS AND CONDITIONS

1. The successful Agency will have to maintain the cleanliness & sanitation in the office premises of DG: AIR as detailed below:

- (i) Ground floor plus four floors having about 230 rooms of different size, Corridors, stairs, reception, Security Office, Terrace.**
- (ii) The entire open area in the premises of this Directorate and Scooter/Cycle stand which comes under this Directorate.**

2. The Agency shall, to the satisfaction of the DG: AIR or the officer designated for the purpose, perform the following work/provide the following services covering the entire premises specified above from Monday to Saturday, 7.30 AM to 4 PM:-

- i) Sweeping of the entire premises and collection of all waste material and disposal of the same as per instructions of DG: AIR.**
- ii) Cleaning of the floor areas with wet floor dusters and detergents, disinfectants etc. once in the morning, before opening of the office and thereafter every 4 hours especially in the areas like corridors and library for keeping the rooms free from mosquitoes etc.**
- iii) Removing stains from floors and partitions by using cleaning agents without leaving any undesirable post cleaning marks.**
- iv) Polishing of name plates and number plates with Brasso.**
- v) Removing spider webs.**
- vi) Dusting and cleaning of windowpanes with glass cleaning chemicals/agents and cleaning of partitions, panels etc.**
- vii) Cleaning and washing of toilets using acids (without damaging the shine), deodorants, detergents and disinfectants, once in the morning and again in the afternoon.**
- viii) Regular dusting/cleaning of office furniture, equipment, telephones, bookcases, library books, filing cabinets, almirahs etc. by 9.00 AM everyday.**

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- ix) Cleaning of carpets with vacuum cleaners to be arranged by the Agency.**

- x) **Provision of liquid soap in the toilets and placing sufficient quantity of naphthalene balls and deodorant cakes in the urinals. The Agency will ensure that the liquid soap mentioned above will always be made available near the washbasins in the premises.**
3. **To carry out the above specified work, the Agency shall provide 23 workers (Unskilled category under the Minimum Wages Act, 1948 in the NCT of Delhi), whose distribution of work will be done by S.O. (GA)/Caretaker, DG: AIR. The details of actual attendance of workers will also be maintained by Caretaker, DG:AIR under the supervision of SO(GA)/DDA(GA).**
4. **Apart from the above specified work, the workers can be utilized by DG: AIR, as per its discretion and requirement for such work as shifting of furniture or any other manual work.**
5. **The Agency shall comply with all the relevant laws and regulations applicable in the matter of such workers. The Agency should be liable to implementation of Labour Law and Social Legislations in respect of workers engaged by it for carrying on its business. The Agency shall not appoint any sub-contractor for the work under any circumstances.**
6. **The Agency shall ensure that the workers are polite, courteous, well behaved and honest. The Agency shall be responsible for the conduct/integrity of persons deputed for cleaning works in the premises of Akashvani Bhawan and will also be responsible for any act of omission or commission on their part. The Agency will vouch for their character and integrity. Before deploying a particular worker in DG: AIR, the Agency shall get his/her antecedents verified by the police. The Agency's workers shall not indulge in any unlawful activity in the premises and shall have good moral character. The Agency shall be fully responsible for any theft, burglary, fire or any other mischievous deed/ damage done by its workers.**
7. **The Agency shall ensure that its workers do not disturb the employees/staff of DG: AIR or make any sort of noise in the premises or rooms.**
8. **The Agency shall supply fresh set of uniforms/badges, gumboots to all**

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personnel who shall wear the same while on work and keep their uniforms clean.

9. Any dispute regarding working hours and compensation to be paid to the workers deployed will be the responsibility of the Agency and no representation will be entertained on this issue by DG:AIR.
10. The Agency shall strictly abide by all the instructions issued by the Security Wing of DG: AIR from time to time.
11. The DG: AIR will be at liberty to set up committee(s) of officers to supervise cleanliness in all the areas mentioned above. The directions of such committee(s) with regard to the general cleanliness would be binding on the contractor for compliance.
12. The DG: AIR shall have the right to impose cash penalty on the Agency or deduct such amounts as deemed appropriate from its security deposit in the event of the DG:AIR being put to any financial loss directly or indirectly by any act of omission/commission or negligence on the part of the Agency's workers.
13. The Agency shall be directly responsible for the wages, provident fund, bonus or any other benefits as may be available to its employees under relevant acts and regulations applicable in the N.C.T. Delhi. The DG: AIR shall not entertain any such claim from the workers deployed by the Agency in its premises.
14. The Agency shall ensure that while doing the cleaning work, the workers invariably wear protective gear like gloves, gumboots and pollution masks. It shall be the responsibility of the Agency to provide such protective gear to the workers at its cost.
15. Insurance and accident risks of the workers will be the sole responsibility of the Agency.
16. All the workers of the Agency shall have to be medically examined and declared free from infectious disease(s) by an M.B.B.S. Doctor. The medical certificate in respect of each worker has to be made available by the Agency and submitted with DG: AIR.
17. The DG: AIR reserves the right to order any worker of the Agency to leave its premises if his/her presence at any time is felt undesirable.

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18. The Agency shall supply the material to the Caretaker, as detailed in the Annexure – II, every month for the work specified above. The Agency shall be required to supply the said material in full at the beginning of every month. The Agency shall not be permitted to stop supply of any item for any reason. However, for any short supply/non-supply of particular item to be specified by the Agency in a particular

month due to reasons beyond the control of the Agency, proportionate deduction will be made from the particular monthly bill submitted by the Agency as per the respective (item wise) rates prevailing in the Government approved agencies like Kendriya Bhandar/NCCF.

19. The overall timings for carrying out the above detailed work shall be from 7.30 AM to 4 PM from Monday to Saturday. The first time cleaning work of a day should be completed by 9 AM positively, 2 workers will be retained upto 6 PM. And 2 workers upto 8 PM for maintain cleanliness of toilets and corridors after 4 PM. More workers can be retained due to meetings. Payment for retention of workers after 4 PM will be made on hourly basis.
20. Rates quoted by the firm should not exceed the prevailing rates being charged by it from others for similar services. The successful firm shall also give a certificate to this effect in the bill at the time of claiming payment.
21. The Agency shall be required to furnish a certificate every month to the effect that its workers are being paid wages as per Delhi Govt. rates only. The Agency will also be required to submit the acquaintance roll of the workers showing the amount paid and received by them in token of having received the payment. This acquaintance roll will be submitted for the preceding month's bill for payment to be made to the workers.
22. The Contract can be terminated by giving two month's notice in writing by either party.
23. The contract will be valid for a period of 12 months w.e.f. award of the contract. However, the contract can be extended in favour of the Agency by the DG: AIR with mutual consent of both parties, on the same rates, terms and conditions as in the previous contract on the basis of its satisfactory services and in the exigency of work. The grant of extension of contract will be at the sole discretion DG: AIR.

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24. The successful bidder shall deposit a sum of Rs. 1,20,000/- (Rupees one lakh twenty thousand only) as Performance Guarantee in the form of Bank Draft in favour of "PB(BCI), DG:AIR, New Delhi" and payable at any nationalized bank in NCT of Delhi. The Performance Guarantee shall be liable to be forfeited for any deficiency in services, any loss caused to DG: AIR and violation of any provision of the Agreement by the Agency and any damage or loss caused due to omission/commission and / or negligence on the part the workers, etc. In case of loss or damage, DG: AIR shall have the right to impose such further penalty as deemed appropriate by it.

25. In case any dispute between the Agency and DG: AIR arising out of, or in relation to this Agreement, the dispute shall be referred to a sole arbitrator to be appointed by DG:AIR and the decision of such Arbitrator shall be conclusive and binding on both the parties. The arbitration proceedings shall be held at Delhi and shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time.
26. In the event of any litigation, after the Arbitration's Award, the courts of Delhi will have jurisdiction over all legal disputes under the Agreement to be executed between the Agency and DG: AIR.

ANNEXURE – II

PARTICULARS OF CLEANING AND OTHER MATERIAL REQUIRED PER MONTH.

S.No.	ITEMS	QTY.
1.	BROOM (PHOOL)	36 Nos.
2.	BROOM (NARIAL)	36 Nos.

3.	FLOOR WIPER WITH 3' LONG METAL HANDLE & 16" WIDE RUBBER WIPER FIXED IN PLASTIC CASING.	36 Nos.
4.	BROOM WITH 6' LONG BAMBOO HANDLE	06 Nos.
5.	WEB CLEANERS	05 Nos.
6.	TOILET BRUSH	11 Nos.
7.	FLOOR DUSTERS(Size 2'X2')	10 Dozen
8.	DUSTER (Size 2'X2')	10 Dozen
9.	NAPHTALENE BALLS (METROPOL/TRISHUL)	07 Kgs.
10.	AIR FRESHNER CAKES (ODONIL)	06 Dozen
11.	URINAL AND SANITARY FRESHNER CUBES	16 Pkts.
12.	PHEYNOYL (METROPOL/TRISHUL)	48 Ltrs.
13.	DEODORANT FLOOR CLEANER (CLEANZO/TRISHUL)	125 Ltrs.
14.	ACID FOR CLEANING TOILET	40 Ltrs.
15.	DETERGENT POWDER (SURF/HENKO)	40 Kgs.
16.	WASHING POWDER (VIM)	96 Kgs.
17.	TOILET CLEANER (HARPIC)	13 Bottles
18.	TOILET LIQUID SOAP (HOMACOL)	120 Ltrs.
19.	MULTI INSECT KILLER (FINIT)	32 Ltrs.
20.	INSECT KILLER SPARAY PUMPS	06 Nos.
21.	HIT/BAYGON SPRAY (500 ml)	10 Bottles
22.	ROOM FRESHNERS (300 ml)	32 Bottles
23.	AGARBATTI	10 Pkts.
24.	BRASSO (300 ml)	06 Bottles
25.	GLASS CLEANER (Colin 500 ml)	10 Bottles

NOTE: Only the brands, wherever specified above, shall be accepted. Where the brands have not been specified, only ISI marked items will be accepted. If any of such items do not come or exist with ISI mark, only good quality items will be accepted. DG: AIR's decision to accept/reject a particular item shall be final and binding on the Agency. The Agency shall be responsible to supply/replace any of the required items to the full satisfaction of the DG:AIR at all times during the validity of the contract.

ANNEXURE – III

ANNUAL CONTRACT FOR THE UPKEEP AND MAINTENANCE OF CLEANLINESS & SANITATION IN THE PREMISES OF DG:AIR

ELIGIBILITY BID

1.	Name of Firm	
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	(in full)	
2.	Name(s) of the proprietor(s)/ Partner(s)/ Director(S)	
3.	Address in full alongwith telephone Nos.	
4.	Whether the firm is registered or not? (Full details, alongwith attested copies of the relevant certificates, to be attached).	
5.	Permanent Account Number (Attested copies of Income Tax Return for the last 3 years also to be attached)	
6.	Service Tax Registration Number (Attested copy of the relevant certificate to be attached)	
7.	Provident Fund Registration Number (Attested copy of the relevant certificate to be attached)	
8.	ESI Registration Number (Attested copy of the relevant certificate to be attached)	
9.	Labour License Number Attested copy of the relevant certificate to be attached)	

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10.	Details of Experience in the field. (The bidder should have the experience of minimum 3 years in successful completion of contracts of same or cleaning & sanitation work as in DG:AIR (annual contract value of about Rs. 10 lacs) in Govt. Departments/PSUs.	
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11.	Whether the firm will pay wages to the workers deployed by it as per the prevailing Delhi Govt. rates?	

Note: All relevant certificates to be attached with eligibility bid.

**SIGNATURE ON BEHALF OF THE FIRM
(WITH STAMP)**

ANNEXURE-IV

**ANNUAL CONTRACT FOR THE UPKEEP AND MAINTENANCE OF CLEANLINESS &
SANITATION IN THE PREMISES OF DG:AIR**

COMMERCIAL BID

S.No.	Particular	Rate in Rs.	Tax (to be
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		Wages	EPF	ESI	specified)
1.	Worker's wages (Unskilled category under the minimum Wages Act, 1948 in the NCT of Delhi) (Per day per worker)				
2.	Material cost (Monthly)				
3.	Service Charge (Monthly)				
4.	Any other Charges				

**SIGNATURE ON BEHALF OF THE FIRM
(WITH STAMP)**