

THE FOOD CORPORATION OF INDIA
REGIONAL OFFICE
RAJENDRA BHAWAN,RAJENDRA PLACE, DDA COMPLEX
NEW DELHI-110001

Sealed tenders are invited on behalf of Food Corporation of India under TWO BID SYSTEM (Technical & Price bid) details available with General Manager(R) from reputed and experienced agencies for providing House Keeping Service/Cleanliness of work of FCI Regional Office building at RAJENDRA BHAWAN,RAJENDRA PLACE, New Delhi having total covered area of about 11300 sq.ft. Tender documents containing terms and conditions & scope of work can be obtained on payment of Rs.500/-non-refundable) in cash from the office of. General Manager (R.) on any working day.

Completed tenders comprising of both bids together with requisite information as per column of tender form supported with attached document as stipulate in the tender will be received in the Office of the General Manager (R.), FCI, REGIONAL OFFICE, New Delhi, upto 2.00 p.m. on 30.12.2009 and Technical Bid will be opened on the same date at 05.30 p.m. in the presence of tenderer or their authorised representatives. The Financial Bid will be opened subsequently.

Tender forms can also be downloaded from FCI Website www.fcidelhiro.in and www.tenders.gov.in. for which the cost of tender form in shape of Demand draft/Pay order should also be submitted alongwith tender documents in a separate sealed envelope subscribing on the envelope "THROUGH WEBSITE".

FCI reserves the right to accept or reject any or all tender(s) without assigning any reason whatsoever.

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NEW DELHI-110001

NON TRANSFERABLE, THE TENDER IS ISSUED IN DUPLICATE. ONE COPY SHALL BE RETAINED BY THE TENDERER. _____

Receipt No. _____

Dated: _____

Cost Rs. 500/-(Rupees Five Hundred only)

A. INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS FOR PROVIDING CLEANLINESS WORK IN FCI Regional Office, at Rajendra Bhawan, Rajendra Place,, NEW DELHI

Tender Sl. No. _____

Last date for Sale of Tender upto 2.00 p.m. on 30.12.2009

Last date for receipt of tender upto 4.00 p.m. on 30.12.2009

B. Technical bid of the tender is to be opened at 5.30 p.m. on 30.12.2009.

NOTE: If the date fixed for opening the tenders is subsequently declared as holiday the tenders will be opened on the next working day following the holiday but there will be no change in time for opening indicated above.

C. Price bid of only technically qualified tenderers shall be opened on a date to be intimated later.

D. The GM (R.), New Delhi for and on behalf of Food Corporation of India reserves the right to reject any or all tenders without assigning any reason.

NOTE: 1. General Manager (R), Food Corporation of India, Regional Office, at Rajendra Bhawan, Rajendra Place, New Delhi may at his discretion, extend this date by a month and such extensions shall be binding on the tenderers.

2. If the date upto which the tender is open for acceptance is declared to be a holiday, the tender shall be deemed to remain open for acceptance till the next following working day.

TERMS AND CONDITIONS FOR CLEANING/SWEEPING JOBS ETC. FOR FOOD CORPORATION OF INDIA, RAJENDRA BHAWAN,RAJENDRA PLACE. NEW DELHI-110008.

Sr. No.	Name of Building	Food Corporation of India, Rajendra Bhawan,Rajendra Place, New Delhi
1	Area of the building	11,300 sq.ft. approx. having Ground floors .The said areas includes cabins, toilets, stair cases etc. and surrounding area on the ground floor. The area stated is only approximate and the parties are advised to see the location.
2	No. of days during the month for which the services are required	All working days.

A. **SCOPE OF WORK :**

DAILY WORK from 8.00 a.m. to 5.00 p.m. with one hour break.

1. Sweeping of entire area/surrounding area of the floor and collection of all waste material and disposal of the same as per instructions of the Competent Authority or any other officer of the FCI, Regional Office nominated for the purpose.
2. Cleaning of the floor area with wet floor dusters and detergent disinfectants etc. once in the morning before opening the office and thereafter in lunch hours specially in the areas like corridors, stairs and reception etc. spray of Insects repellent etc. in the rooms for keeping the rooms free from mosquitoes, flies etc.
3. Cleaning and washing of toilets and urinals using deodorants, detergent and disinfectants once in the morning and again in the afternoon.
4. In case of shortage of water or non-availability of water, the contractor/his workmen will be required to bring water for cleaning/sweeping purposes as may be arranged by this office.
5. Regular dusting/cleaning of office furniture (table and Chairs) and equipment, telephones, book cases, Venetian blinds, filing cabinets, almirahs and doors, windows and dustbin including removal of cobwebs everyday before opening of the office i.e. before 10.00 a.m.
6. Provision of soap and liquid soap in the toilets and placing sufficient quantity of naphthalene balls/cakes and odonil cakes in the urinals. The contractor will ensure that the toiletries mentioned above of good quality are always available near each washbasin in the building.

7. The agency will ensure that the manpower, material (approved brand) and machines required for undertaking the job is made available to the satisfaction of Manager(Genl.), FCI, RO Delhi.

B. ITEMS OF WORK TO BE DONE GENERALLY ONCE IN A WEEK :

1. Washing and scrubbing of floor areas with detergents and dirt removing agent.
2. Acid cleaning of sanitary wares, without damaging their shine.
3. Removing stains from floor doors and partitions by using stain remover, or any suitable detergent as are found necessary without leaving any undesirable post cleaning marks & damaging floor/walls etc.
4. Cleaning the all surfaces in the corridors and staircases etc.
5. Polishing of name plates and number plates with brass cleaners fixed on doors and Dusting and cleaning of window panes with glass cleaning-chemical/agents and cleaning of partition, paneling etc.

C. STAFF REQUIREMENT, THEIR DUTIES, BEHAVIOUR ETC.:

1. The Agency's staff shall not disturb the employees of the Corporation or make any sort of noise in the premises or rooms.
2. The Agency's workers shall be polite, courteous, well behaved and honest.
3. The Agency shall provide uniform to its employees at his own cost and without uniform no employee shall be taken on duty.
4. The agency shall issue Identity Cards to its employees and shall be fully responsible for any theft, burglary fire or any other mischievous deed done by its workers.
5. The antecedents of all the workers will be got verified from police by the agency before deployment for work and copy of report should be submitted to this office. The agency workers should be honest and need not remove any fixture or moveable properties of the Corporation.
6. The agency's workers shall not enter into any unlawful activity within the Corporation's premises and shall have good moral character. The agency workers should not be druggist or alcoholic.
7. The Food Corporation of India shall have the right to impose cash penalty on the agency or deduct such amounts from its security deposit in case of the FCI being put to any financial loss directly or indirectly by any act of commission on the part of the agency's workers.

8. All workers shall give an undertaking that the agency shall be their Principal employer and not FCI.

9. The agency shall be directly responsible for the wages, which should not be less than minimum wages prescribed, by Delhi Administration, Provident Fund, bonus or any other benefits as may be available to its employees under relevant acts and regulations applicable in the State of Delhi.

10. Insurance and accident risks of the workers will be the responsibility of the agency.

11. All the workers of the agency shall be free from any infectious disease.

12. The agency will ensure that proper licence/permission from the concerned authorities wherever applicable is to be obtained promptly.

13. The agency shall in no case sublet the work to any other agency or person.

14. If contractor fails to perform the job as per requirement of tender/contract OR resile from the offer, the Corporation reserves the right to forfeit his Security/EMD amount and get the work done at his risk & cost from the outside Agency.

15. The Corporation reserves the right to order any worker of the agency to leave the premises of the Corporation if his presence at any time is felt undesirable in any manner what so ever.

GENERAL CONDITIONS :

1. AGREEMENT :

The contract would be for a period of two years which can be extended for another one year on the same terms and conditions keeping in view the performance of the Agency during the period of the contract. However, Corporation reserves the right to terminate the contract at any time even before the expiry of contractual period with one month notice without assigning any reason.

2. SUBLETTING :

The contractor(s) shall not sublet, transfer or assign the contract or any part thereof. In the event of the contractors contravening this condition the Corporation shall be entitled to place the contract elsewhere on the contractor's account and at their risk and the contractor(s) shall liable for any loss or damage which the Corporation may sustain in consequence or arising out of such replacing of the contract.

3. **PAYMENT :**

a) Agency is directed to ensure provisions of minimum wages act applicable in NCT of Delhi are adhered to, whenever required for undertaking the job.

b) Payment will be made by the GM(R) on submission of bills in duplicate, supported by "the work has been done satisfactorily" certificate issued by Manager(Genl.) or any officer acting on behalf of FCI, as the case may be and on production of proof of payment of EPF/Minimum wages/ESI.

4. **ROOM FACILITY :**

The Corporation shall provide a small room/space for Supervisor and storage of material etc. to the agency free of cost during the period of contract. No name plate of agency shall be allowed on the room and no body will be allowed to stay in the office after office hours.

D. **NOTICE FOR TERMINATION OF CONTRACT :**

The contract can be terminated by the Corporation without assigning any reason by giving one month notice in writing.

E. **STOCK AND SUPPLIES :**

The agency shall maintain sufficient stocks of various items such as towels, dusters, soaps, phenyl, detergent, Air Freshener, naphthalene balls etc. so as to meet normal requirement. The agency shall not be permitted to stop supplying any item for any reason.

F. **SUPERVISION/INSPECTION :**

The agency will ensure supervisory level interaction with Manager(Genl.) or the Competent Authority of FCI.

G. **JURISDICTION :**

The courts of Delhi will have jurisdiction over all legal disputes under the agreement, if any.

H. **EARNEST MONEY :**

The tender will be accompanied by earnest money deposit of Rs.15,000/-(Rupees Fifteen thousand only) in the form of Bank Draft/ Pay order of Nationalised Bank in favour of Food Corporation of India, New Delhi. EMD shall however be converted in the shape of security in favour of the successful tenderer. EMD details viz. DD/Pay order Number, date etc. should be given in the covering letter.

I. **SECURITY DEPOSIT :**

The successful tenderer will deposit Rs.30,000/-(Rupees Thirty Thousand Only) towards security deposit. The payment may be made either in lump sum or this can also be adjusted from the EMD already deposited and the rest amount can be taken from 10% of each bill submitted in course of time. No interest shall be paid on security deposit.

K. The decision of the AGM(Genl.), FCI, RO, Delhi in all matters of contract shall be final and will be binding on the agency.

L. Proforma of Technical Bid and Price Bid are enclosed for information and necessary action.

M. The tender documents are also available on FCI website (www.fcidelhiro.in & www.tenders.gov.in). Those tenderers who opt to download the tender form, from the website will have to pay the cost of the tender separately through DD/Pay order etc.

Yours faithfully,

Assistant General Manager (Genl.)
For General Manager (Region)

TECHNICAL BID

1. Duly completed tender form with requisite earnest money.
2. The intending tenderer should submit the following documents in the technical bid duly signed by the authorized signatory:
 - (i) Registration No. of the Firm/Company (attach copy).
 - (ii) PAN No. of the Company/Firm (attach copy).
 - (iii) Proof of EPF registration (attach copy).
 - (iv) ESI No. of the Company/Firm (attach copy).
 - (v) Service Tax Registration No. (attach copy).
3. Tenderer should give the documentary proof of experience in providing Housekeeping Services in Govt. PSU and Private Sector during past three years.
4. The tenderer should give the details of clients serviced. Also attach the original performance certificate issued by the clients to the tenderer.
5. The sample performance certificate to be attached by the tenderer is given below and it should be taken from the clients (on client's Letter Head) by the tenderer.

PERFORMANCE CERTIFICATE

It is certified that M/s. (tenderer) had provided house keeping services to our firm for the premises located at _____ having an built up area measuring _____ sq.mtrs. for the period from (date) to (date). The annual financial component of the house keeping work contract for the above said work is/was Rs. _____ (in words) . The performance of the firm was good/very good/excellent/outstanding.

Signature of the client (of the tenderer) or its authorised signatory with Seal of the client's firm of the tenderer.

6. The Technical Bids should have the stamp of the Firm or Company and every document/paper in the technical bid should be signed by tenderer or his authorized signatory on every page. (Including the performance certificate issued by tenderer's clients).
7. The envelope containing the technical bid shall be superscribed as "TECHNICAL BIDS FOR HOUSEKEEPING SERVICES" for the period _____ to _____ and it should be wax sealed.

"PRICE (FINANCIAL) BID FOR HOUSEKEEPING SERVICES IN FCI, RO, DELHI"

- a) I/we, submit the sealed price bid for appointment as Cleaning/Sweeping Contractor at FCI, RO, Delhi.
- b) I/We have thoroughly examined and understood the instructions to tenders, terms and conditions of contract given in the invitation to tender and those contained in the general conditions of contract and agree to abide by them.

Sr. No.	Description	Unit	Rate	Amount	Remarks
1.	Cleaning and housekeeping the FCI, RO, Complex as explained in Tender document including the cost of Manpower, Material and Equipment required for cleaning and Housekeeping as per direction of Manager(G).	Per month			

N.B.:- The quoted rate includes the cost of Manpower, Material and Equipment required.

**Signature of the authorized Signatory
of the Tenderer with Seal of the firm**

I. The financial bid should have the stamp of the Firm or Company and signed by the tenderer or his authorized signatory on every page.

II. The envelope containing the Price (Financial) Bid shall be superscribed as "PRICE (FINANCIAL) BIDS FOR THE HOUSEKEEPING SERVICES" should be waxed sealed in separate envelope.

PERIOD OF TENDERED WORK :

The contract will be awarded for a period of two years and after the expiry of the above said period, the Corporation may extend the contract on the same terms and conditions for a further period of twelve months or until such time the new Housekeeping agency takes over (in case fresh tender is required to be resorted to).

PAYMENT OF BILLS :

(a) Wherever any over payment comes to the notice of the Corporation, the same shall be deducted by the Corporation 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 the Corporation or from the security deposit of the tenderer.

(b) The Corporation reserves the right to carry out post payment audit and/or Technical examination of the final bill including all supporting vouchers, abstract etc. The Corporation further reserves the right to enforce recovery of any over payment whenever detected.

LEGAL LIABILITY AND RESPONSIBILITY OF THE AGENCY :

(a) It will be the responsibility of the agency to get all the related clearances as applicable under the Indian Government or State Laws and fulfill the requisite formalities as applicable to the court as per the requirements of Act & Rules etc.

(b) The Contracting agency shall comply with all the statutory requirements as laid down under various Labour Laws/Act/Rules like Delhi Shops and Establishment Act, Bonus, Gratuity Contract Labour Act, Delhi Works Contract Act and other Labour Laws/Acts/Rules etc. in force from time to time at its own cost. In case of non compliance or violation of such statutory requirements the contracting agency shall be liable for any breach or non-compliance as the case may be.

(c) In every case in which by virtue of the provisions of the Workman's Compensation Act or any other Act, the Corporation is obliged to pay compensation to such person employed by the tenderer in execution of the work, then the Corporation will be entitled to recover the same from the contracting agency the amount of compensation so paid.

(d) The contracting agency shall be required to maintain all the relevant records, registers and documents as per requirements under different laws viz. Regional Provident Fund Commission, Employee State Insurance Corporation or other local laws etc.

(e) The contracting agency shall indemnify to the Corporation against any payment to be made under and for the observance of the above mentioned various laws and rules.

(f) The cleaning contractor will pay the wages/advances and any other payments regularly to the safai karamcharies employed. A copy of the Acquaintance Roll will be submitted by the Agency along with monthly claim bill.

LIABILITY OF THE CORPORATION :

- (a) The Corporation shall not provide any residential accommodation to the Housekeeping personnel employed by the agency.
- (b) The Corporation will be under no obligation to provide employment to any of the personnel of the Housekeeping agency after expiry of tender/agreement/contract period and the Corporation recognizes no Employer employee relationship between the Corporation and the Housekeeping personnel deployed by the contracting agency.
- (c) Both the envelopes i.e. TECHNICAL & PRICE (FINANCIAL) BID should be put separately in one envelope wax sealed subscribed name of work be submitted.